

# BINGO

This chapter contains information on pull-tab conduct, pull-tab dispensing devices, cash registers, reporting, and common problems.



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## REFERENCES


Minnesota Statutes 349.12  
 Minnesota Statutes 349.17  
 Minnesota Statutes 349.18  
 Minnesota Statutes 349.181  
 Minnesota Statutes 349.19  
 Minnesota Statutes 349.211  
 Minnesota Statutes 349.2127

Minnesota Rules 7861.0210  
 Minnesota Rules 7861.0260  
 Minnesota Rules 7861.0270  
 Minnesota Rules 7861.0320

DEFINITIONS  
 CONDUCT OF BINGO  
 PREMISES USED FOR GAMBLING  
 RESTRICTIONS ON WHO MAY PARTICIPATE IN LAWFUL GAMBLING  
 RECORDS AND REPORTS  
 PRIZE LIMITS  
 PROHIBITIONS

Definitions  
 Conduct of Lawful Gambling  
 Bingo  
 Organization Operations, Accounts, Reports, and Records

## Common Terms

<b>Bingo</b>	<p>"Bingo" means a game:</p> <ul style="list-style-type: none"> <li>• where each player has a bingo hard card, bingo paper sheet, or facsimile of a bingo paper sheet used with an electronic bingo device,</li> <li>• for which a consideration has been paid, and</li> <li>• that is played according to Minnesota statutes and Board rules.</li> </ul>
<b>Bingo face</b>	<p>Bingo is played on a bingo face containing 25 squares arranged in five vertical rows and five horizontal rows with the center space marked "free." The columns are marked with B-I-N-G-O in order at the top.</p>
<b>Bingo number</b>	<p>A bingo number is a letter and number combination of B-I-N-G-O and numbers 1-75 that is selected by using bingo balls or a random number generator.</p>
<b>Bingo occasion</b> 	<ul style="list-style-type: none"> <li>• A bingo occasion may be conducted for up to eight consecutive hours.</li> <li>• A bingo occasion may have intermissions.</li> <li>• There is no limit on the number of bingo occasions that may be conducted by an organization.</li> <li>• There is no limit on the number of games that may be conducted during a bingo occasion.</li> </ul>
<b>Bingo paper</b>	<p>Bingo paper is:</p> <ol style="list-style-type: none"> <li>1. paper sheet</li> <li>2. paper packet</li> <li>3. paper package</li> <li>4. sealed paper</li> <li>5. linked bingo paper</li> <li>6. facsimile of a bingo face used with an electronic bingo devices</li> </ol>
<b>Case paper</b>	<p>Uncollated bingo paper sheets are sold by distributors in case lots. Case paper may be either single bingo paper sheets or in a tablet from which the organization removes single bingo paper sheets.</p>
<b>Checker</b>	<p>When hard cards are used, a checker is a person who:</p> <ul style="list-style-type: none"> <li>• counts and records the number of bingo hard cards purchased and played during each game,</li> <li>• records the prizes awarded, and</li> <li>• does not collect the payment for the hard cards.</li> </ul>
<b>Continuation game</b>	<p>Up to three patterns may be played on one face, such as a regular bingo, double bingo, and cover-all. Each portion is considered a separate game, even though the balls are not returned to the receptacle until all of the games have been completed.</p>
<b>Cover-all game [blackout]</b>	<p>A game where all spaces on the bingo face must be covered.</p> <p>A cover-all game may include a game in which all odd or even numbers are designated by the organization as covered prior to the start of the game and requires the use of sealed bingo paper or sealed facsimiles used with an electronic bingo device.</p>

## Common Terms

<b>Facsimile</b>	A "facsimile" is an electronic display of a bingo paper face with its face number displayed in an electronic bingo device used by a bingo player.
<b>Limited bingo number [ball] count</b>	In this game, a bingo pattern must be completed within an established quantity of bingo numbers selected and called. A consolation prize is awarded if the bingo pattern is not completed within the established bingo number count.
<b>Linked bingo game</b>	A bingo game conducted simultaneously at two or more locations. See <i>Linked Bingo</i> section in this chapter.
<b>ON's</b>	The number of bingo faces on a single bingo paper sheet.
<b>Package</b>	Any combination of separately invoiced bingo paper sheets or packets that will be sold as a single unit to players.  Linked bingo paper may not be included in a package.
<b>Packet</b>	A bingo paper sheet "packet" is a group of bingo paper sheets that is manufactured, collated, and sold by the manufacturer as a unit. Bingo paper sheet packets may not be taken apart and sold as individual sheets.  Linked bingo paper may not be included in a packet.
<b>Progressive bingo game</b>	A game where the established prize levels increase from one occasion to the next, up to a predetermined amount. If no player completes the required pattern within the specific number of bingo numbers selected and called during a bingo occasion, a consolation prize may be awarded. The ball count does not have to be progressive.
<b>Sealed bingo paper sheet</b>	A bingo paper sheet, or facsimile used with an electronic bingo device, that is sealed by the manufacturer in a manner that prevents any part of the face from being seen prior to being opened by a player.
<b>Single bingo game</b>	A game other than a cover-all or progressive game.
<b>UP's</b>	The number of sheets in a packet.

Items Used in the Conduct of Bingo														
REQUIRED ITEMS														
Item	Use	Where to Obtain												
Bingo number selection device	A bingo number selection device is a machine or other device from which bingo numbers are randomly withdrawn or selected. It can be as simple as a "squirrel cage" or as elaborate as a computerized bingo ball blower or random number generator.	From a licensed distributor												
Bingo balls	<div><div><div>B7</div><div>G50</div></div><table><thead><tr><th>Letter</th><th>Numbers</th></tr></thead><tbody><tr><td>B</td><td>1 - 15</td></tr><tr><td>I</td><td>16 - 30</td></tr><tr><td>N</td><td>31 - 45</td></tr><tr><td>G</td><td>46 - 60</td></tr><tr><td>O</td><td>61 - 75</td></tr></tbody></table><p>Each ball must be of equal size, weight, shape, balance, and free of any defects.</p></div> <div>When used with a bingo ball blower or squirrel cage, use a set of 75 balls numbered 1 through 75, and lettered B-I-N-G-O. Each ball must bear only one letter and one number:</div>	Letter	Numbers	B	1 - 15	I	16 - 30	N	31 - 45	G	46 - 60	O	61 - 75	From any source
Letter	Numbers													
B	1 - 15													
I	16 - 30													
N	31 - 45													
G	46 - 60													
O	61 - 75													
Bingo paper or hard cards	<div>Restrictions apply depending on the amount of bingo gross receipts received in the organization's last fiscal year:<ul style="list-style-type: none"><li>If bingo gross receipts were under \$150,000, hard cards, bingo paper, or facsimiles used with an electronic bingo device may be used.</li><li>If bingo gross receipts were over \$150,000, only bingo paper or facsimiles used with an electronic bingo device may be used. Hard cards, except for Braille cards, may not be used.</li></ul></div>	<div>From a licensed distributor.</div> <div>Linked bingo equipment is provided by a licensed linked bingo game provider.</div>												
Bingo program	<div>Used to list at a minimum:<ul style="list-style-type: none"><li>games to be played at each occasion</li><li>detailed description of paper</li><li>date program implemented</li><li>prizes</li></ul></div> <div>House rules may be included in the bingo program as an alternative to posting the house rules.</div>	An organization must develop the bingo program. It can be printed by any vendor.												
Prize receipt form	<div>A prize receipt form must be completed for:<ol style="list-style-type: none"><li>each winning prize of \$100 or more, and</li><li>a bingo game(s) with prize(s) that cannot be determined and verbally announced prior to the start of the game, such as % payback games.</li></ol></div> <div>For linked bingo games, the linked bingo game provider is responsible for documenting prizes paid to jackpot winners and maintaining information regarding receipt of the prize.</div>	In this chapter												

## Items Used in the Conduct of Bingo

### OPTIONAL ITEMS

Item	Use	Where to Obtain
<b>Coupons</b>	Coupons are the only item that may be used to adjust the selling price of bingo paper, hard cards, or electronic bingo devices.  Coupons may not be used for linked bingo games. If an organization sells gift certificates for bingo, they are treated as coupons when redeemed.	From any source
<b>Electronic bingo device</b>	Electronic device that may be used by a bingo player to monitor bingo faces purchased at the bingo occasion. See <i>Electronic Bingo Device</i> section in this chapter.	Leased from a licensed distributor or linked bingo game provider
<b>Flashboard; camera system</b>	Electronic device used to display called bingo numbers for the players. Flashboards and camera systems are optional, but are frequently used by organizations that conduct bingo.	From any source
<b>Linked bingo paper sheets</b>	Bingo paper sheets or facsimiles used with an electronic bingo device in a linked bingo game.	From a licensed linked bingo game provider
<b>Monitor</b>	Used to display the called bingo numbers and to verify winning bingos.	From any source.
<b>Sealed bingo paper</b>	Individually sealed bingo paper sheets or sealed facsimiles used with an electronic bingo device.	From a licensed distributor

### Providing Equipment to Another Organization: What's Allowed

**May we give our old bingo hard cards to the senior citizens group in our community?**

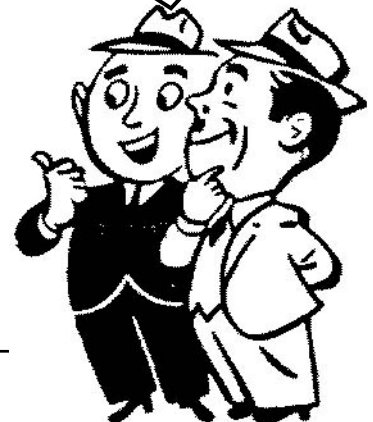
**No.** However, your organization may arrange with a distributor licensed by the Gambling Control Board to document a transaction that would involve your organization returning the hard cards to the distributor, who may then give the hard cards to the senior citizens group.

In the alternative, your organization could loan the bingo hard cards to an organization for an event.

**A nearby church has obtained an "exemption" permit from the Gambling Control Board to conduct bingo on a Saturday later this spring. May we loan them both our bingo number selection device and bingo hard cards to help them have a successful event?**

**Yes.** An organization may loan bingo number selection devices and bingo hard cards to another organization authorized to conduct bingo. However, you may not provide them with bingo paper.

"Let's see if we can borrow bingo items from the other organization."



## Bingo Program

### Developing a bingo program

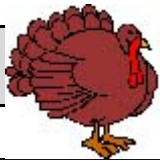
Before starting a bingo operation, a bingo program must be developed. Use the bingo program checklist (next page) to help develop a bingo program.

Include in the program any factors used to determine the prize payout structure. When prize amounts are adjusted within a single program, the method used to determine prize amounts must be clear to the players before the start of the occasion. Examples include the following.

- **Percentage payback:** If a bingo prize is a percentage of gross receipts, the bingo program must state that the game pays a specific percentage of gross receipts not to exceed the prize limits for that type of bingo game, such as "70% payback, up to \$99."
- **Caller's choice:** For a "caller's choice" game, the bingo program must provide a written description of the game offered and an illustration of the winning pattern.
- **Good neighbor:** For a "good neighbor" game, the bingo program must provide a written description of how the prize is shared, such as "The good neighbor receives 10% of the prize. The good neighbor is the person to the winner's right."

### Advertising

To help reduce expenses, organizations may solicit and include advertising in their bingo programs. The money received must be deposited in the gambling account and reported as other income on line 5 of the G1.



**Our organization conducts bingo once a year using hard cards and gives turkeys for prizes. Do we have to file a program with the Gambling Control Board?**  
Yes.

### Submit program to Board

- Submit a copy of the bingo program to the Gambling Control Board at least 24 hours in advance of its use, along with a list of occasions when the program will be used and the date of implementation.
- There is no limit to the number of bingo programs an organization may have on file with the Gambling Control Board.
- Prior membership approval is not required. But, be sure to include the program with the minutes of the organization's next monthly meeting.

### Changes to bingo program

Changes in a bingo program may be made without membership approval. The amended program must be submitted to the Gambling Control Board at least 24 hours prior to implementation, and included with the minutes of the next organization meeting.



### Bad weather

An organization may reduce bingo prizes if the bingo program contains information regarding prize reduction due to reduced attendance caused by bad weather.

**LG913 Paper and Hard Card Bingo Program Check List**

7/12

Organization name \_\_\_\_\_ License number \_\_\_\_\_  
 Premises name \_\_\_\_\_ Description of occasion \_\_\_\_\_

Yes	No	Bingo Program Preview	Yes	No	Bingo Program Preview
		1. The organization's name, name of the permitted premises, and license number [7861.0270, subp. 4A(1)]			9. Prizes for single, regular games do not exceed \$200. [349.211, subd. 1]
		2. The bingo program contains, for each game, a written description and illustration of the winning bingo pattern or game requirements. [349.17, Subd. 6; 7861.0270, subp. 4A(2)]			10. Prizes for single bingo games do not exceed \$2,800 per occasion. [349.211, subd. 1]
		3. The bingo program contains a description of bingo paper to be used, including: (a) color of the paper, and description of the border, if any; (b) number of bingo faces on each sheet; (c) for packets, the number of sheets in each packet; and (d) for packages, the number and type of bingo paper sheets added by the organization to the packets. [7861.0270, subp. 4A(3)]			11. Prizes for coverall games do not exceed \$1,000 per occasion. Prizes for linked bingo games are not included in this limit. [349.211, subd. 1]
					12. Prizes for progressive games do not start at more than \$500. [349.211, subd. 2]
					13. Prizes for progressive games do not increase by more than \$100 per occasion. [349.211, subd. 2]
					14. Consolation prizes for progressive games do not exceed \$200. [349.211, subd. 2]
		4. The bingo program lists the prizes to be offered by the organization and any factors used to determine the prize payout structure for each game. [7861.0270, subp. 4A(4)]			15. Maximum prize for a progressive game does not exceed \$2,000. [349.211, subd. 2]
		5. The bingo program lists the date the bingo program is implemented. [7861.0270, subp. 4A(5)]			<b>Alternative to Posting House Rules - information included in the bingo program</b> [7861.0260, Subp. 2E]
					16. Problem gambling helpline number 1-800-333-HOPE [7861.0260, Subp. 2B]
					17. Statement that illegal gambling is prohibited at the premises. [7861.0260, Subp. 2C]
		6. Explanation for limiting ball counts, if used. [7861.0270, subp. 4A(6)]			18. House rules governing the conduct of bingo, including any restrictions in addition to those imposed by Minn. Stat. 349.181 on who may participate in bingo. [7861.0260, Subd. 2D]
		7. If continuation games are played, no more than 3 games are played on one bingo face. [7861.0210, subp. 13]			
<b>Yes</b>	<b>No</b>	<b>Bingo Occasion</b>			19. Policy on declaring bingo and last bingo number called. [7861.0270, Subp. 2A(1)]
		8. Includes the days and times the bingo program will be used. Program was submitted to the Gambling Control Board at least 24 hours in advance. [7861.0270, subp. 4b]			20. Reasons for potentially cancelled bingo occasions. [7861.0270, Subp. 2A(2)]

## Bingo Program (continued)

### Example

Friday sessions 7:30 p.m.  
Effective 08/11/2012

	Paper Color	Game	Payout
1.	Orange	Regular bingo	\$25
2.	Orange	Double bingo	\$50
3.	Blue	Regular bingo	\$25
4.	Blue	Letter X	\$50
5.	Pink	Regular bingo	\$25
6.	Pink	Double bingo	\$50
7.	Yellow	Regular bingo	\$25
8.	Yellow	Small round robin	\$50
9.	Gray	\$500 cover-all Starts at 50#s and goes up 1# each week until won Consolation prize \$99	

#### INTERMISSION

10.	Red	Regular bingo	\$25
11.	Red	Double bingo	\$50
12.	Olive	Regular bingo	\$25
13.	Olive	Large round robin	\$50
14.	Brown	Regular bingo	\$25
15.	Brown	Diamond	\$50
16.	Blue	Bonanza (progressive cover-all) Starts at 45#s and goes up 1# each week until won. Start at \$500 and goes up \$100 a week to \$2000 until won. Consolation prize \$50	
17.	Black	Cover-all	\$500

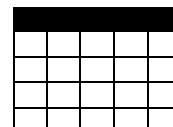
\$8 package = 6 ON 8 UP  
\$10 package = 9 ON 8 UP

#### SPECIALS:

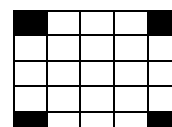
\$1 cover-all (gray) = 3 ON 1 UP  
\$1 cover-all (black) = 3 ON 1 UP  
\$1 additional bonanza (blue) 2 ON 1 UP  
\$0.50 trade-in bonanza (red) 2 ON 1 UP

#### Regular Bingo - 4 ways to win

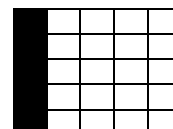
Across - any row



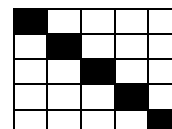
Four corners



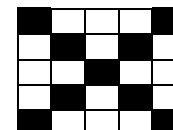
Down - any column



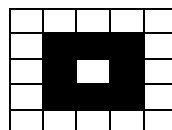
Diagonal - either way



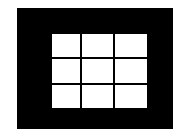
Letter X



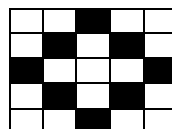
Small round robin



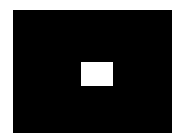
Large  
Round Robin



Diamond



Cover-all



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Bingo Prizes			
Prizes Limits for bingo occasion			
<p>Prizes per bingo occasion may not exceed \$2,800.</p> <p>Prizes awarded for progressive games are not included in the bingo occasion limits. However, consolation prizes for progressive games are included in the bingo occasion limit.</p> <p>If cover-all prizes are awarded, total prizes awarded per bingo occasion may not exceed \$3,800:</p> <ul style="list-style-type: none"> <li>• \$2,800 for regular game prizes, and</li> <li>• cover-all prizes(s) of up to \$1,000.</li> </ul>			
Prize limits for games			
Cover-all [blackout]	Linked bingo game	Progressive game	Single game
May not exceed \$1,000 for all cover-all games played during a bingo occasion.	<p>Each licensed organization may contribute up to \$300 per site per game for the jackpot prize.</p> <p>The linked bingo prize depends on the number of participating organizations with no limit imposed on the prize awarded.</p>	<ul style="list-style-type: none"> <li>• Up to \$2,000.</li> <li>• May start at up to \$500 and increase by up to \$100 per occasion.</li> <li>• A consolation prize of up to \$200 may be awarded when a progressive game is played and the accumulated prize is not won.</li> <li>• Consolation prizes count towards bingo occasion limit of 2,800.</li> <li>• There is no annual limit on the total value of progressive prizes awarded.</li> </ul>	May not exceed \$200 [other than a cover-all or progressive game]
Alternative prize levels			
Bingo games may have alternative prize levels. However, a prize receipt form must be completed for these games. The games must be included in your bingo program. Examples including the following.			
<p><b>A prize may be based on the percentage of gross receipts.</b></p> <ul style="list-style-type: none"> <li>• A prize receipt is required if the prize value is announced <b>after</b> the game begins.</li> <li>• A prize receipt is not required if the prize value is announced <b>before</b> the game starts.</li> </ul>	<p><b>Prizes may be determined based on the value of the bingo packet or package sold to the player.</b></p> <ul style="list-style-type: none"> <li>• If packages sell for \$10, the prize could be \$50.</li> <li>• If packages sell for \$20, the prize could be \$100.</li> </ul>	<p><b>A prize is ten times the value of the last digital of the last ball called.</b></p> <p>EXAMPLE: I-21 is \$10, O-65 is \$50.</p> <p>You may offer a minimum prize if the number zero (0) is the last digit.</p>	

<b>Prizes</b> (continued)	
<b>Types of prizes allowed</b>	<b>Types of prizes not allowed</b>
<p>Prizes for a bingo game may consist of:</p> <ol style="list-style-type: none"> <li>1. cash,</li> <li>2. a coupon redeemable for bingo paper, bingo hard cards, or the use of an electronic bingo device,</li> <li>3. gift cards or gift certificates, and</li> <li>4. merchandise, which includes certificates for merchandise or services.</li> </ol> <p>Cash may not be substituted for merchandise prizes, certificates for merchandise or services, gift certificates, or gift cards. EXCEPTION: Cash may be substituted for a merchandise prize that cannot be divided.</p>	<p>Prizes may not consist of lawful gambling equipment:</p> <ul style="list-style-type: none"> <li>• pull-tabs,</li> <li>• tipboard tickets,</li> <li>• paddlewheel tickets,</li> <li>• bingo paper (use coupons instead), or</li> <li>• raffle tickets.</li> </ul>
<b>Merchandise prizes allowed; Restrictions</b>	
<b>Donated prize</b>	Prizes may be donated.
<b>Lessor restrictions</b>	<p>For a leased premises:</p> <ol style="list-style-type: none"> <li>1. The lessor may donate prizes.</li> <li>2. An organization may purchase from the lessor a certificate for merchandise or gift card to be redeemed for food or beverages at the premises if: <ul style="list-style-type: none"> <li>- the certificate or card has a redeemable monetary cash value;</li> <li>- the certificate or card does not contain restrictions on its redemption, such as requiring a purchase of food or beverage of equal or greater value or redeemable for a specific item;</li> <li>- the certificate or card may be redeemed at any time during regular business hours of the permitted premises; and</li> <li>- the cost to the organization is 50% or less of the redeemable cash value.</li> </ul> </li> </ol>
<b>Compliance with prize limits</b>	To determine compliance with prize limits (see previous page), merchandise prizes donated to an organization or purchased at a discount, and bingo coupons for future bingo occasions must be valued at their fair market value. The fair market value of a merchandise prize must not be an amount less than the purchase price.
<b>Savings bond</b>	If savings bonds (considered a merchandise prize) are awarded, they must be announced and reported at their purchase price. EXAMPLE: A savings bond that will be worth \$50 at maturity would be announced as \$25.
<b>Report on G1</b>	<p>For purposes of reporting on the monthly G1:</p> <ul style="list-style-type: none"> <li>- donated prizes have no value (not reported), and</li> <li>- merchandise prizes are reported at the actual cost plus shipping and sales tax.</li> </ul>
<b>LG830</b>	Track all merchandise [non-cash] prizes on the LG830.
<b>Certificate for merchandise or services - required information</b>	
	<p>A certificate for merchandise or certificate for services awarded as a prize must include:</p> <ul style="list-style-type: none"> <li>• a complete description, including the value, of the merchandise or services,</li> <li>• the vendor's name from whom the certificate must be redeemed, and</li> <li>• a statement expressly prohibiting the substitution of cash or another type of merchandise or services described on the certificate.</li> </ul>
<b>Ownership of prizes required</b>	
	Prior to the bingo occasion, an organization must pay in full for bingo prizes or otherwise become the owner without lien or interest of others.

## Conducting Bingo

### Information required to be posted at each premises. . . or included in the bingo program

<b>General information</b>	<p>The following information must be prominently posted at each premises or included in the bingo program:</p> <ul style="list-style-type: none"> <li>• organization name</li> <li>• license number and premises permit number</li> <li>• statement that illegal gambling is prohibited at the premises</li> <li>• problem gambling helpline number (1-800-333-HOPE) at each point of sale</li> <li>• the price for each hard card, or bingo paper sheet, packet, package, and electronic bingo device</li> <li>• a statement that only cash sales are permitted</li> </ul>
<b>House rules</b>	<p>When house rules are posted, the minimum size for the house rules sign is 11" x 17." The house rules must be clearly visible at the point of sale or included in the bingo program.</p> <p>The house rules governing the conduct of lawful gambling must include all policies of the organization that affect the play of the game and must include:</p> <ul style="list-style-type: none"> <li>• any restrictions in addition to those imposed by Minn. Stat. 349.181 on who may not participate in the conduct of lawful gambling at the premises;</li> <li>• policy on declaring bingo and last number called;</li> <li>• reasons for potentially canceling bingo occasions</li> </ul> <p>For example:</p> <p><i>"If fewer than 15 players are in attendance, the bingo occasion may be cancelled. Players are required to return their bingo package and will receive a coupon for a future occasion."</i></p> <ul style="list-style-type: none"> <li>• whether duplicate hard cards are in play; and</li> <li>• other rules established by an organization for the conduct of bingo.</li> </ul>
<b>Name of paid employees</b>	<p>Paid gambling employees must clearly display their name when conducting lawful gambling. Their last name is not required.</p>

### Information required to be kept at each premises

<b>Records and form</b>	<p>The following must be kept at each premises:</p> <ul style="list-style-type: none"> <li>• a current site inventory record that lists the bingo paper inventory kept on the premises, and</li> <li>• a copy of the distributor's invoice for bingo paper</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <b>Inventory records</b>  <b>LG900</b>  <b>LG901</b>  <b>LG902</b>  <b>LG903</b> </div>
<b>Separation of equipment</b>	<p>For leased premises, a clear physical separation or divider must be maintained between the organization's gambling equipment, another organization's gambling equipment, and the lessor's business equipment.</p>	

## Conducting Bingo (continued)

### Determining the selling price

The price at which bingo paper will be sold is set by the organization when ordering bingo paper. The distributor then prints that price on the invoice.

The price listed on the distributor's invoice is the price an organization must charge players for the bingo paper.

The price does not have to be printed on the bingo paper.

### Changing the selling price

The selling price of bingo paper or hard cards may only be changed in one of the following ways.

1. Unopened cases of bingo paper may be returned to the distributor for credit. Then the paper may be repurchased with the desired selling price listed on the new invoice, **or**
2. The price of the bingo paper or hard cards may be reduced through the use of coupons.

### Using coupons

Coupons may be used to adjust the selling price of bingo paper sheets, bingo paper packets, bingo paper packages, bingo hard cards, and electronic bingo devices. However, coupons may not be used for a linked bingo game. The selling price may be adjusted down to zero with the use of a coupon.

The following information must be on each redeemed bingo coupon:

1. the dollar value of the coupon;
2. the player's name, address, and driver's license number or other form of picture ID; and
3. the printed name and signature, in ink, of the player redeeming the coupon

If the person does not have a driver's license or other form of picture, the coupon must include:

- the name and address of the player redeeming the coupon;
- driver's license or other form of picture ID, including name, telephone number, address, and signature of another bingo player during that occasion who can verify the identity of the person redeeming the coupon; and
- printed name and signature, in ink, of the person redeeming the coupon.

Identification of players may be kept on file to speed up the use of coupons. The identification must be maintained either in a paper/card file or by computer, and must be available upon request of the Gambling Control Board.

Keep all coupons and records for at least 3-1/2 years.

## Conducting Bingo (continued)

### Starting cash banks and drawers

A starting cash bank is money placed in the cash drawer prior to the beginning of the game, and is used to make change and pay prizes awarded

### Selling bingo paper or hard cards - requirements and restrictions

#### Sales

Bingo paper or hard cards must be:

- sold at the organization's permitted premises;
- sold during or immediately preceding the occasion for which they are being sold;
- paid for prior to the start of a specific game, with the exception of sealed bingo paper used for a breakopen bingo game.

Bingo paper or hard cards are valid only during the bingo occasion for which they were purchased.

Bingo paper or hard cards may not be reserved or held for any player.

#### Cash only; no checks or credit

- Only cash, traveler's checks, money orders, and cashier's checks may be accepted for the purchase of bingo paper or hard cards.
- Checks, credit cards, or debit cards may not be accepted.
- Credit may not be extended to a player.

#### Restricted sales

Example: If an organization requires players to have played the five preceding games in order to participate in a cover-all game, include those restrictions in the bingo program or house rules posted at the site.

### Age restrictions

Only persons 18 or older may participate as a player.

EXCEPTIONS: Persons under 18 may play bingo conducted by:



- organizations that are exempt or excluded from licensing, and
- organizations as part of an annual community event, if accompanied by a parent or guardian.

Age restrictions may be included in the house rules or bingo program.

# Who May and May Not Participate in Lawful Gambling

[Minnesota Statute 349.181]

3/11

	Pull-tabs, tipboards, and paddlewheels	Bingo	Raffles
<b>Gambling manager</b> [at organization's permitted premises]	<b>No</b>	<b>No</b>	<b>No</b>
<b>Organization and lessor employees and volunteers</b>	<p><b>No.</b> They may play only if they are not involved with the conduct of these games<sup>1</sup> at the premises where they work.</p> <p>This restriction is in effect until six weeks after the employee or volunteer is no longer involved in the conduct of pull-tabs, tipboards, and paddlewheels at that premises.</p> <ul style="list-style-type: none"> <li>- Posting of winners is not required.</li> <li>- Bingo employees may not play these games while conducting bingo.</li> </ul>	<p><b>No.</b> They may play bingo only if they are not involved with the conduct of any lawful gambling<sup>1, 2</sup> during a bingo occasion at the premises where they work.</p> 	<b>Yes</b>
<b>Lessor</b> [at lessor's premises]	<b>No</b>	<b>No</b>	<b>No</b>
<b>Lessor's immediate family</b> [spouse, child, parent, brother, sister, at lessor's premises]	<b>No</b>	They may play bingo if they are not involved with the conduct of bingo <sup>2</sup> during a bingo occasion.	<b>Yes</b>
<b>Age restrictions</b>	<ul style="list-style-type: none"> <li>• Must be 18 and older to conduct these games</li> <li>• Must be 18 and older to play these games</li> </ul> 	<ul style="list-style-type: none"> <li>• Must be 18 and older to conduct bingo</li> <li>• Must be 18 and older to play bingo</li> </ul> <p>EXCEPTIONS: A person under 18 may play bingo:</p> <ul style="list-style-type: none"> <li>• conducted by an exempt or excluded organization, or</li> <li>• conducted by an organization as part of an annual community event, if accompanied by a parent or guardian.</li> </ul>	<ul style="list-style-type: none"> <li>• Must be 18 and older to buy a raffle ticket</li> <li>• Must be 18 and older to win a raffle prize</li> <li>• Under 18 may sell raffle tickets</li> </ul>
<p><sup>1</sup>Conduct of pull-tabs, tipboards, and paddlewheels includes:</p> <ul style="list-style-type: none"> <li>• selling tickets,</li> <li>• redeeming tickets,</li> <li>• auditing games,</li> <li>• making deposits,</li> <li>• spinning the paddlewheel, and</li> <li>• conducting inventory.</li> </ul>		<p><sup>2</sup>Conduct of bingo includes:</p> <ul style="list-style-type: none"> <li>• selling bingo hard cards, bingo paper sheets, or facsimiles of bingo paper sheets,</li> <li>• completing bingo occasion records,</li> <li>• selecting or announcing bingo numbers,</li> <li>• making deposits, and</li> <li>• conducting inventory.</li> </ul>	

## Bingo - Who May and May Not Participate (continued)

### Frequently asked questions

**Our organization conducts bingo at a premises where bingo is conducted by more than one organization. May our gambling employees play bingo when our organization is conducting bingo at the premises?**

It depends on whether the employee is working during that occasion.

An employee may play at an occasion as long as they are not involved with the conduct of any lawful gambling during that occasion.

**EXAMPLE:**

An employee who works the early bird games may not participate as a player in any games during that occasion.

**EXAMPLE:**

An employee who sells pull-tabs during a bingo occasion may not play bingo during the occasion.

The term "employee" includes a volunteer. An organization in its house rules or internal controls may adopt broader restrictions to limit employee player participation.

**Our organization conducts bingo at a premises where bingo is conducted by more than one organization. May our employees play bingo when another organization is conducting the bingo occasion at the premises?**

Yes, as long as they are not involved with the conduct of any lawful gambling during that occasion.

**May we allow anyone under 18 to be present at our regular licensed bingo occasion?**

There is nothing in statute and rule that would prohibit someone under 18 from being present at a bingo occasion. (Check local ordinances.)

Persons under 18 may not play bingo at a permitted premises, with one exception. If accompanied by a parent or guardian, persons under 18 may play bingo conducted by an organization as part of an annual community event.

**May floor workers play a bingo game for someone who has gone to the restroom?**

No. Bingo employees may not play bingo during occasions at which they work. This would include playing any player's bingo paper.

**May floor workers assist players by pointing out winning bingo patterns or missed numbers?**

No. Bingo employees may not assist players.

## Conducting Bingo (continued)

### Selling food and beverages at a bingo occasion

**Our organization leases the space where we conduct bingo. Is it okay for a gambling employee to sell lunch and sell bingo paper at a bingo occasion?**

It depends. The employee may sell lunch before the occasion starts or after the occasion has been completed. However, at a leased premises a person may not work as a gambling employee and provide food and beverage service during the same bingo occasion.



**At a leased premises may someone who is not a gambling employee working at the bingo occasion dispense food and beverages to players while bingo is being conducted?**

Yes. Food and beverages may be sold or served to players during a bingo occasion provided that, at a leased premises, the persons involved with dispensing food or beverages are also not involved with the conduct of gambling during that occasion.



**Our organization owns the building where we conduct bingo. May a bingo employee also sell or serve food and beverages to the players during the same occasion?**

Yes. If an organization owns the premises where bingo is conducted, your bingo employees may also sell or serve food and beverages to players during the same occasion.

An organization may not purchase food and beverage items using lawful gambling funds. This includes coffee, cups, and candy.

## Conducting Bingo (continued)

### Before the game begins

**Inspection of bingo balls**

**If bingo balls are used**, display the balls in their correct letter and number slot. At least one player must inspect bingo balls before an occasion to determine that all balls are in operating condition and there are no missing or duplicate numbers.

**Replacement of defective bingo balls**

All equipment used for bingo must be in sound working order. Bingo balls must be free of defects and equal in all characteristics that control their selection.

The life span of bingo balls depends on several factors:

- the amount of use
- the type of bingo balls
- the bingo number selection device
- how the caller handles them

If there are any concerns about bingo balls currently in play, replace the bingo balls immediately. It is suggested that you have several sets of bingo balls available.

**Announce pattern and prize**

- A bingo program must be available to all players prior to the start of the occasion.
- Immediately before each game is begun, describe and announce to the players the arrangement of spaces to be covered (pattern) or other game requirements in order to win. A predetermined pattern or game requirement must be completed to win.
- Verbally announce the prize before the start of a game. For games with alternative prize levels, the factors determining the prize amount must be announced to players.
- Announce any limiting bingo number counts.

**Display prizes**

If merchandise is offered as prizes, display the merchandise in full view.

### Sales after first game in a bingo occasion has begun

If bingo paper is sold after the first game in a bingo occasion has begun, deface those games in the packet or package that have been played or are in play, prior to the sale of the bingo paper.

### Cancellation of bingo occasion

If all or a portion of a bingo occasion is cancelled due to bad weather such as tornado, blizzard, flood, or power failure, an organization may require players to return their unused portion of their bingo package and issue them a coupon for a future occasion. Report the occasion up to the point the bingo was discontinued. Deface and keep all unused bingo paper for at least 3-1/2 years.

## Conducting Bingo (continued)

### Calling and displaying the numbers



1. The game begins with the first called letter and number of a randomly drawn or selected bingo number.
2. Except for bar bingo, the caller must make sure that the majority of the players are able to see the selected letter and number during the game. When a flashboard is used, light the corresponding letter and number after a number is called out.
3. In a bingo game with a pattern that does not require all available bingo numbers, the caller must announce before the game begins that selected bingo numbers not pertaining to the pattern will not be called. However, the bingo balls must be displayed.

For example, a game called "small round robin" does not include any numbers in the winning pattern from the "B" and "O" columns. The caller does not have to call out the drawn "B" and "O" numbers but they must be displayed.

**If I do not have to call bingo numbers that are not part of the pattern in play and the players must bingo within 45 numbers, are those uncalled bingo numbers counted as part of the 45 numbers?**

An organization has the option of counting all bingo numbers drawn or selected in its limited ball count or just counting those which are contained in the predetermined pattern. The method an organization uses must be clearly noted in the bingo program or house rules, and verbally stated to players before the start of the game.

4. Once drawn, bingo balls must not be returned to the receptacle until after the game or continuation game ends.
5. If the wrong letter or number is called, the caller must announce that an error has been made and call the correct letter or number. Correct the flashboard, if used, and continue with the game.

## Conducting Bingo (continued)

### Verifying and declaring a winner



1. Stop the game when bingo is declared by a player.
2. Before shutting off the machine, the caller draws one more number in case the bingo is not valid. In a continuation game, hold the bingo number and use it as the first number drawn for the next game in that continuation game.
3. Verify that the declared bingo is valid.

Each winning bingo face must be verified by:

- at least one neutral player who is not an immediate family member of the player declaring bingo,
- plus, an organization employee must read aloud the numbers in the winning bingo if an electronic verification device is not used.

**“Pick your own” bingo game** - In games where players fill in their own numbers on the bingo paper or facsimiles used with an electronic bingo device, be sure the numbers correspond to the appropriate columns and the pattern designated by the organization.

4. Ask at least twice if there are any other bingos. If no one answers, announce that the game is completed.
5. Prizes must be awarded immediately at the bingo occasion.  
EXCEPTION: Linked bingo jackpot prizes and regular progressive prizes may be awarded by check within 3 days. Be sure to give the winner a receipt.

## Conducting Bingo (continued)

### Awarding prizes

All prizes won must be based upon the completion of a predetermined pattern or predetermined game requirement with the letters and numbers called and by no other method.

All persons who complete the specified pattern or game requirements are winners.

### Awarding prizes for multiple winners

#### Drawings not allowed

Drawings are not allowed to decide who gets the prize when there are multiple winners.

#### Divide amount

If a cash prize is awarded for a bingo game with multiple winners, divide the cash amount equally and award the divided amount for each verified winning bingo face. The prize may be rounded to the nearest higher dollar, provided the total amount of prizes awarded does not exceed the prize limits.

EXAMPLE: Three winners splitting a \$50 prize could each be awarded either \$16.66 or \$17.

Include the policy in your bingo program or house rules.

**If one bingo winner completes two patterns on the same face at the same time and another winner completes one pattern, how is the prize divided?**

Each player receives half the prize as a player may only win once on a face in a regular bingo game.

**If one bingo winner completes the pattern on two different faces and another winner completes the pattern on one face, how is the prize divided?**

The player who completed the pattern on two different faces receives 2/3 of the prize and the other player receives 1/3.

#### Merchandise prizes

If the prize is a merchandise prize that cannot be divided, substitute prizes of equal value may be awarded. Cash may be awarded as a substitute prize.

## Conducting Bingo (continued)

### Using the prize receipt form

Complete a prize receipt form:

1. for each winning prize awarded of \$100 or more, and
2. when the value of a prize cannot be determined and verbally announced prior to the start of the game [for example, % payback games].

NOTE: If the prize amount is announced at the beginning of the game, before the first ball is drawn, and the prize is less than \$100, a prize receipt form is not required.

<b>PRIZE RECEIPT</b> Complete in ink. Staple winning ticket, and winning seal, if any, to prize receipt*		
Organization name, address, city, state, zip	Date	Value of prize \$
	Name of game	
	___Bingo \$100+ ___Bingo alternative prize \$___	
	___*Tipboard \$50+ ___*Paddlewheel \$50+	
___*Pull-tab \$50+ ___*Last sale prize \$20 or more		
Site location	Game serial number	
<b>RECEIVED BY</b>		
Name (print)		
Address		
City, state, zip		
Driver's license number or ID# from other picture identification		State
Winner's signature, in ink		Seller's signature, in ink
PREPARED BY THE MINNESOTA GAMBLING CONTROL BOARD [LG0007 7/07]		



### Complete in ink; initials not allowed

The prize receipt information must be completed in ink or scanned on the prize receipt form. The winner's signature and the signature (not initials) of the organization employee or volunteer making the payment must be in ink.

### Picture ID required

A picture ID is required to complete the prize receipt. The form of picture ID must be recorded, including the driver's license number and state of registration or the form of other type of picture ID provided. A social security card does not meet this requirement.

If a winner does not have a picture ID, another player's ID may be used. That player's information, signature, and the winner's signature, must be included on the prize receipt form.

Until a player provides the necessary information to complete a prize receipt, the organization has no obligation to award the prize.

## Conducting Bingo (continued)

### Closing a bingo occasion

After the close of a bingo occasion, complete the appropriate form included in this chapter.

Questions? Contact a compliance specialist at the Gambling Control Board.

### Deposit information

Deposit and record cash in hand, or secure the cash until it can be deposited.

Deposit the gambling receipts into the gambling account within 4 business days of the close of the game.

On the deposit slip, list the following information:

1. premises permit number,
2. date of the deposit,
3. date of the bingo occasion,
4. amount of actual cash from each bingo occasion, and
5. amount for any income received from advertising in conjunction with the bingo occasion, such as advertising on the bingo program.

When providing electronic bingo devices to players, be sure to include receipts from the rental of electronic bingo devices to players and receipts from the sale of facsimiles of bingo paper sheets.

The cash must be deposited and may not be used to award prizes at another bingo occasion.

First National Bank Deposit Slip	
<b>Date</b>	<b>8/06/12</b>
99999-001	
Bingo 8/5/12	\$500
<b>TOTAL</b>	<b>\$500</b>

### Fund loss

If a fund loss is discovered, notify local law enforcement within 5 days of discovering the loss, otherwise the Gambling Control Board will not consider the fund loss. Refer to the Internal Operations and Oversight chapter, Fund Loss section.

If bingo paper or hard cards are lost due to a catastrophic event such as fire, flood, blizzard, tornado, etc., immediately contact the Department of Revenue at 651-297-1772 for instructions on how to handle the fund loss.

## Conduct of Bar Bingo

Bar bingo is a bingo occasion conducted at a permitted premises in an area where:

- intoxicating liquor or 3.2 malt beverages are sold, and
- the licensed organization conducts another form of lawful gambling.

- ✓ Rent may not be paid for a bar bingo occasion.
- ✓ Bar bingo may be conducted using bingo paper sheets and/or electronic bingo devices.
- ✓ Organizations conducting bar bingo must comply with all statute and rule requirements for bingo.



### Frequently asked questions

**May the lessor of the site where we conduct bar bingo run the bingo for us or does our gambling manager have to be there?**

The lessor or lessor's employees may assist in the conduct of bingo at your site but an organization employee is needed for the management and inventory for the bar bingo occasions.

**May we pay the lessor's employees for helping us conduct bar bingo?**

No. Compensation may not be paid by an organization to the lessor or the lessor's employees for the conduct of bar bingo. However, the lessor may pay a lessor employee to assist with bingo.

**Our organization has started conducting bar bingo. Are there any tools we can use to see if we are following all the bingo statutes and rules.**

Yes. A bingo site inspection checklist is available in this chapter or at [www.gcb.state.mn.us](http://www.gcb.state.mn.us). Use the checklist to ensure compliance with statutes and rules pertaining to bingo.

**We sell bingo paper from pads of 25 sheets for our bar bingo activity. A player has asked to purchase only bingo sheets from the end of the pad. Are we allowed to do that?**

No. First, Board rule prohibits any organization from reserving bingo paper for any person. Second, an organization is required to maintain accurate bingo paper inventory records through the use of control numbers and other information. Therefore, the paper must be sold in sequence from the pad to maintain accurate records.

**May the lessor participate in bar bingo?**

No.

### Bar Bingo Prizes, Program, and Prize Receipts

**Prices and bingo program**

Bar bingo prize amounts are often a percent of sales for the game. Bar bingo programs must list the method of computing the prize [the percent] and the maximum prize that will be given away. This helps to ensure that the total prizes for the occasion do not exceed the limits. For example, "70% of sales, up to a maximum of \$99."

**Prize receipts**

Some organizations sell the paper one game at a time, then figure the prize and announce it prior to the game. If so, a prize receipt is not required unless the prize is \$100 or more.

A prize receipt is required when a prize is based on a percent of sales that is not announced prior to the game.

<b>Conduct of Breakopen Bingo Game</b>	
Breakopen bingo is a form of bingo when an organization calls and posts a predetermined quantity of bingo numbers. The game is stopped at that point and is resumed later during the occasion.	
<b>Equipment needed</b>	
<p>Breakopen bingo may only be played with individually sealed bingo paper sheets or facsimiles of sealed paper used with an electronic bingo device. Also required is another set of bingo balls and one of the following:</p> <ul style="list-style-type: none"> <li>• a separate bingo ball selection device, or</li> <li>• a separate tray within the bingo ball selection device, or a separate bingo ball container that must remain in view of players at all times during the game.</li> </ul>	
<b>Bingo program or House rules</b>	
<p>The bingo program or house rules must include:</p> <ul style="list-style-type: none"> <li>• price and color of all original sealed bingo paper sheets,</li> <li>• price of "trade-in" sheets. Trade-ins are not allowed for facsimiles used with an electronic bingo device, and</li> <li>• a statement that identical bingo faces may occur during the game.</li> </ul>	
<b>Price and sales of sealed paper</b>	
<b>Price</b>	<p>The price for each sealed bingo paper sheet is the same as stated on the distributor or linked bingo game provider invoice.</p> <ul style="list-style-type: none"> <li>• Sell all sealed bingo paper sheets in the original set for the same price.</li> <li>• Sell all sealed bingo paper sheets in the "trade-in set" for the same price.</li> </ul> <p>The price of the "trade-in set" may be different from the price of the original set. If trade-ins of sealed bingo paper sheets are used, the original sheet must be a different color from the second set, known as the "trade-in set".</p>
<b>Sales during bingo occasion</b>	<p>Sealed bingo paper sheets or facsimiles may continue to be sold throughout the bingo occasion until the breakopen bingo game is resumed. No additional sealed paper or facsimiles may be sold once your organization resumes calling bingo numbers for the breakopen game.</p>
<b>Conduct</b>	
<b>Compliance</b>	<p>All rules and statutes regarding the conduct and recordkeeping for bingo also apply to breakopen bingo games.</p>
<b>Post number</b>	<p>In the presence of players attending the bingo occasion, call and post a predetermined quantity of bingo numbers.</p>
<b>Ask for winners</b>	<p>After the predetermined quantity of bingo numbers has been called and posted, and immediately before the game resumes with the selection of the next bingo number, ask if any player has completed the required bingo pattern or bingo game requirement. All players who complete the game pattern or game requirement within the predetermined quantity of numbers initially called are considered winners, regardless of the last bingo number called.</p> <p>If there are no winning bingos after the predetermined quantity of bingo numbers has been drawn, called, and posted, continue the bingo game until a player completes the winning pattern or game requirement, unless the game is progressive.</p>
<b>Award prizes and end game</b>	<p>After bingo is declared and verified, award the designated prize to the winning player(s).</p>

## Cover-all [Blackout] Game - Q & A



### Is it a cover-all or a progressive game

**We play a cover-all game where the prize increases each occasion until the game is won. Is this game a "cover-all" game or a "progressive" game?**

It is a progressive game because the prize increases. Therefore, the game would be subject to all prize limits established for progressive games.

### Blackout minus one game

**May our organization pay a \$300 prize for a game that is a "blackout minus one" game?**

**For a single game, no.** The game described in this question (also referred to as "23 and free" or "1 away" game) is not a true blackout (cover-all) game. Thus, the amount of \$300 would exceed the prize limit of \$200 for a single bingo game.

**For a progressive game, yes.** If the game is played as a progressive game, the amount of \$300 is acceptable as the prize amount.

### Odd-even game

**May we conduct a cover-all game in which all odd or even numbers are covered before the game starts?**

Yes. This is commonly known as an "odd-even" game. You must use sealed bingo paper or facsimiles of sealed paper (used with electronic bingo device) for this game. The prize amount counts towards the coverall limit. If the odd-even cover-all game is played as a progressive game, then the progressive limits apply, not the cover-all limits.

### Prize limits: More than one cover-all game per occasion

**We have three cover-all games (non-progressive) during our bingo occasion. The prize for the first cover-all is \$500, and the prizes for the other two are 80 percent of the gross receipts of each of the games. Is there any problem with this?**

There may be.

- The total amount that may be awarded at any bingo occasion for non-progressive cover-all games is \$1,000.
- Since the first cover-all game is already paying \$500, the total or aggregate amount of the other two cover-all games (which pay 80% of the gross receipts of each game) may not exceed \$500.
- The bingo program could state that the prize for each of the other cover-all games will be 80% of the gross receipts, with a maximum prize of \$250 each.

### Prize limits: One cover-all game per occasion

**The total amount of prizes awarded during our bingo occasion is \$3,900. We have one cover-all game for \$1,000. We do not play any progressive games. Are we in compliance with gambling statutes?**

No. Total prizes awarded at a bingo occasion may not exceed \$2,800 unless a cover-all game is played in which case the limit is \$3,800. The prize limit in this case was exceeded by \$100.

- 1) Single games are limited to \$2,800 in prizes paid per occasion; and
- 2) cover-all games are limited to \$1,000 in prizes paid per occasion.

## Progressive Bingo Game - Q & A

### Consolation prize

**We play several progressive games each occasion. If a game does not have a winner, we pay a \$200 consolation prize. Would these consolation prizes be considered "progressive" prizes or would they be considered "regular" prizes?**

A consolation prize awarded in a progressive game is considered a "regular prize" and may not exceed the \$200 limit. Prize limits for regular prizes are limited to \$2,800 per occasion (including consolation prizes).

### Different programs for progressive games

**Our organization uses several different programs each week. When operating a progressive bingo game, must the progressive prize be offered at the very next bingo occasion or may it be deferred to the next occasion that uses the same bingo program?**

An organization may choose to conduct the progressive bingo game at all of its occasions, or it may elect to defer progressive prizes until the next occasion that uses the same program. Players must be made aware of the progressive game schedule, either in the bingo program or house rules.

### Limiting bingo number count

**We have one bingo game where the designated prize remains constant but the limiting bingo number count increases by one number each occasion until the prize is won. Is this game considered a progressive game?**

No. This is a bingo game with a limiting bingo number count. To be considered a progressive game, the prize value must increase on a pre-determined schedule.

### Progressive cover-all game

**May we play a progressive cover-all bingo game in which:**

- the prize starts at \$500,
- the prize is increased by \$100 every occasion (up to \$2,000) when no bingo is declared within a designated number of bingo balls, and
- the game awards a \$300 consolation prize?

No. The maximum consolation prize allowed is \$200.

In a progressive game:

- the prize may start at \$500,
- increase by \$100, and
- a consolation prize of up to \$200 may be awarded.

### Progressive prize limit

**We run a number of progressive bingo games at our occasions. Is there any limit to the amount of a prize we can award for a progressive bingo game for that occasion?**

Yes. A prize for up to \$2,000 may be awarded for a progressive bingo game. There is no annual limit on the total amount of progressive prizes awarded.

## Conduct Using Electronic Bingo Devices

### Electronic bingo device - what is it?

An "electronic bingo device" is a device that may be used by a bingo player to monitor bingo faces purchased at the bingo occasion.

The device:

- allows bingo players to activate numbers announced by a bingo caller,
- compares the numbers entered by the player to the bingo faces previously stored in the device's memory, and
- identifies a winning bingo pattern or game requirement.

An electronic bingo device does not mean any device into which coins, currency, or tokens are inserted to activate play.

The device must be used as part of a bingo occasion and must have no added function as a gambling or entertainment device.

### General requirements and restrictions

The devices must be leased from a distributor or linked bingo game provider licensed by the Board.

The device is used with a facsimile of a bingo paper sheet [the faces on the screen must look like faces on bingo paper].

The following must be printed on the sales receipt at the point of sale:

- date and time of the sale,
- total dollar amount of the transaction and quantity of facsimiles of bingo paper sheets or bingo paper purchased
- sequential transaction number,
- range of the face numbers of the facsimiles sold to the player, and
- if facsimiles not containing predesignated numbers are sold (you pick 'em), the bingo numbers selected by a player.

The device must not be transferred to another permitted premises, unless approved in writing by the Director of the Gambling Control Board. The distributor or linked bingo game provider must obtain the approval.

### Modifications and maintenance

The organization must not modify the assembly or operational functions of a device or its components.

**EXCEPTION:** An organization may activate the audio function, if any, for all players or limit the use of the audio function to players who are visually impaired.

Only licensed manufacturers, distributors, or authorized organization employees may perform service or maintenance of the device.

## Conduct Using Electronic Bingo Devices (continued)

### Prices and “sales” to players

The price of a bingo face played on an electronic bingo device may not be less than the price of a face on a bingo paper sheet sold at the same occasion (for the same game) and must be posted.

A device may not be reserved for any player.

A bingo coupon may be used to reduce the rental price to players.

### Use by players

A player is limited to the use of one device.

For each device the number of bingo faces that may be played per game is limited to 36.

### Voids and malfunctions

The organization must record all voids before the start of the second bingo game in a bingo occasion.

For a malfunction that occurs after the start of the second bingo game, an organization must:

- record and document the reason for the void, and
- report the void to the Board within three business days.

### Required records

For electronic bingo devices, records must be kept that include:

- \_\_\_ quantity of devices in inventory;
- \_\_\_ quantity rented for each occasion;
- \_\_\_ amount charged;
- \_\_\_ number of voids;
- \_\_\_ total amount collected; and
- \_\_\_ name of distributor or linked bingo game provider, invoice date, and invoice number.

## Conduct of Linked Bingo Game

Only licensed organizations may participate in linked bingo games. Up to two linked bingo game may be conducted at each occasion, and one of those games may be a progressive linked bingo game.

There is no limit on the number of sites that may participate in a linked bingo game.

All rules and statutes regarding the conduct and recordkeeping for bingo also apply to linked bingo games.

### Equipment needed

- Linked bingo may only be played with bingo paper sheets purchased from the linked bingo game provider, or with an electronic bingo device leased from a distributor or linked bingo game provider.
- Duplicate linked bingo paper sheet faces are not allowed in the same linked bingo game.
- An electronic bingo device may be used by a player for a linked bingo game.

### Linked bingo game provider responsibilities

- To participate in a linked bingo game, a licensed organization must be registered and approved by a licensed linked bingo game provider.
- The linked bingo game provider announces the jackpot amount before the 1st bingo number is drawn and called for a linked bingo game.
- A player's guide is provided free of charge to all players by the linked bingo game provider. The guide contains information on how the game is conducted and the game's prize structure.
- The provider must award linked bingo prizes within 3 business days of verification of the winning bingo.

### Prizes

#### Contribution to jackpot

For each linked bingo site, an organization may contribute up to \$300 per linked bingo game to the common prize pool (jackpot). The jackpot total will depend on the number of licensed organizations participating in the linked bingo game.

#### Consolation prizes

**Organization:** A linked bingo consolation prize is an optional prize awarded by an organization after a prize (jackpot or consolation prize) from the linked bingo prize pool has been won.

A consolation prize awarded by an organization may not exceed \$200 and is included in the \$2,800 per occasion single game limits.

**Linked bingo game provider:** A linked bingo game provider may award a consolation prize if the linked bingo prize is not won. This consolation prize is not included in the occasion limits.

#### Linked bingo progressive prize

- A portion of the prize pool may be carried over from one occasion to another in a progressive linked bingo game.
- There is no limit on the progressive prize awarded from the prize pool for a progressive linked bingo game.

## Conduct of Linked Bingo Game (continued)

### Bingo program

The linked bingo game and the organization's consolation prize, if any, must be included in the bingo program. The value of the organization's consolation prize is included in the prize limits for the occasion.

### Sales

- Only linked bingo paper sheets or facsimiles [electronic bingo faces] may be used.
- Linked bingo paper sheets must be sold as a separate item. They may not be included as part of a bingo paper packet or package.
- Coupons may not be used to reduce the price of linked bingo paper sheets.
- All linked bingo paper sheets must be sold for the same price to all players by organizations participating in the linked bingo game.
- Sales of linked bingo paper sheets or facsimiles must be stopped at least 15 minutes before the 1st bingo number is selected and called for the linked bingo game.

### Reporting

**Prize contribution and provider fee** The prize contribution amount and the provider fee amount for each linked bingo game are determined by the contract between the linked bingo game provider and the organization. The prizes are usually computed as a percentage of the sales of the linked bingo paper for each linked bingo game.

**Prize contribution** The amount of the prize contribution for a linked bingo game is:

- paid to the linked bingo game provider,
- reported as a prize paid on each occasion summary form, and
- included with the monthly bingo prizes reported on the G1.

**Provider fee** The amount of the provider fee for a linked bingo game is paid to the linked bingo game provider and is reported monthly as an allowable expense on the Schedule A, line 21i.

**Linked bingo sales summary reports** Keep the linked bingo reports with the bingo records for the occasion.

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## Bingo paper: Records and Reports

### Required forms to use



Complete **in ink** and keep the following required forms for each bingo occasion when you use bingo paper.

- LG900 Perpetual Inventory Control/Bingo Paper
- LG901 Perpetual Inventory Control/Commingled Bingo Paper
- LG902 Perpetual Inventory Control/Bingo Paper Packages
- LG903 Physical Inventory Control/Bingo Paper Monthly Summary
- LG904 Admission Sales/Bingo Paper
- LG905 Admission Sales Summary/Bingo Paper
- LG906 Floor Sales/Bingo Paper
- LG907 Bingo Game Prize Winner Sheet/Bingo Paper
- LG908 Caller Verification Form/Bingo Paper
- LG909 Bingo Occasion Summary/Bingo Paper
- LG920 Bar Bingo Paper Sales
- LG930 Linked Bingo Paper Perpetual Inventory
- Prize Receipt Form
- LG830 Merchandise Prize Perpetual Inventory. See *Inventory* chapter.

### Report to Revenue

Each month an organization must submit a G1 Lawful Gambling Monthly Tax Return to the Department of Revenue, reporting bingo gross receipts, prizes, net receipts, and cash variances.

Forms and instructions are available from the Department of Revenue.

### Keep your games and records

Keep all bingo records, including coupons, and defective bingo paper for at least 3-1/2 years.

### Unsold bingo paper

To remove old bingo paper from inventory, contact an auditor at the Department of Revenue, 651-297-1772, for instructions.

Each purchase of packets or case paper requires a separate LG900. **Complete in ink.**

This form is not used to track linked bingo inventory. Use LG930 to track linked bingo inventory.

[illegible]

## LG900 Perpetual Inventory Control/Bingo Paper

6/06 Page 2 of 2

Description \_\_\_\_\_ Control or serial number \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

## Perpetual Inventory Information

[illegible]

When the amount in column 7 equals 0, this sheet is no longer used. Save it as part of your permanent records. Defective paper must be returned to the distributor for credit.

## LG900 Inventory Control Bingo Paper: Instructions

The LG900 is an ongoing inventory of bingo paper that is updated whenever bingo paper is:

- received from a distributor,
- taken out of inventory for play in a bingo occasion, or
- for constructing bingo packages.

For each case and type of bingo paper purchased, maintain a separate LG900 by serial number. The LG900 is not used to track linked bingo paper...use form LG930.

Except for linked bingo paper, all bingo paper received and used must be accounted for on this form, including adjustments for spoiled paper. The quantity of bingo paper received must be verified against the distributor's invoice for accuracy. Bingo paper that is found to be defective must be returned to the distributor for credit. Keep the credit invoice with your records.

When removing bingo sheets and packets from inventory for sale during an occasion or for making packages, record the transaction on the LG900 that corresponds to the original purchase information for that bingo sheet or packet.

### BINGO PAPER INFORMATION

**Serial number** - Enter the serial number(s) of the bingo paper purchased. This must be identical to the serial number on or attached to the distributor's invoice.

**Color** - Enter the color of the bingo paper purchased. If packet paper, only enter the color of the top sheet.

**Description** - Briefly describe the type of paper purchased (for example, Blackout Special, \$10 packets, breakopen, etc.).

**Control number** - Assign a control number to this inventory sheet. The control number will track the bingo paper through the accounting system. The control number must not be a duplicate of a control number used on other current inventory forms, LG900, LG901, or LG902.

For bingo paper sheet packets, the control number may be the serial number printed by the manufacturer on the top sheet of the packet or any alphanumeric or numeral symbol that you use.

**Series number** - From the distributor's invoice, enter the number of bingo faces in this case of bingo paper.

**Number of faces per sheet (ON'S)** - Enter the number of faces on each sheet of bingo paper.

**Number of sheets (UP'S)** - Enter the number of bingo sheets collated (for packets).

### DISTRIBUTOR AND INVOICE INFORMATION

Enter the distributor name, the invoice number, and invoice date.

### PRICE INFORMATION LISTED ON INVOICE

**Line 1** - Enter the actual cost of the entire case from the distributor's invoice. Do not include sales tax or freight charges.

**Line 2** - Enter the number of packets or single sheets purchased (enter on first line of columns 5 and 7).

**Line 3** - Divide the invoiced bingo paper cost (line 1) by the total number of packets or single sheets contained in this case (line 2). Carry this amount out to at least four decimal places.

**Line 4** - Enter the price for which this paper will be sold to bingo players.

### PERPETUAL INVENTORY INFORMATION

**Column 1** - Enter the date of the transaction, including dates received, leaving inventory, returning to inventory, or adjustments made due to a physical inventory count.

**Column 2** - The person handling the inventory must enter their initials.

**Column 3** - The first entry for this column will be 0. Subsequent entries are from column 7.

**Column 4** - Enter the actual number of sheets or packets taken from inventory. Information from this column will be used for:

- LG901 Commingled Paper
- LG902 Bingo Paper Packages
- LG904 Admission Sales
- LG906 Floor Sales

**Column 5** - The first entry for this column is from line 2 of the price information listed above.

Count the number of bingo sheets or packets returned to inventory and enter amount in column 5.

**Column 6** - Column 4 minus column 5 is the number of sheets or packets sold, if any. If sheets or packets were transferred to LG901 or LG902, enter 0 (no sale).

**Column 7** - The first entry for this column is from line 2 of the price information listed above.

Column 3 minus column 4 plus column 5 is the ending balance.

Transfer the column 7 amount to column 3 of the next line for the next starting balance.

**Column 8** - Use this column to identify how paper was used (transferred to LG901 or LG902, floor sales, admission sales, etc.) and to identify any adjustments made due to a variance in physical inventory count from column 5 of LG903.

[illegible]

When the amount in column 8 equals 0, this sheet is no longer used. Save it as part of your permanent records. Defective paper must be returned to the distributor for credit.

Description \_\_\_\_\_ Control number \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

When the amount in column 8 equals 0, this sheet is no longer used. Save it as part of your permanent records. Defective paper must be returned to the distributor for credit.

## LG901 Inventory Control Commingled Paper: Instructions

The LG901 is an ongoing inventory of bingo sheets or packets of the same type, but with different serial numbers, that are inventoried and commingled under one control number. The sheets or packets must first be accounted for on the LG900, and then transferred to the LG901 under a new control number. A separate LG901, completed in ink, must be maintained for every type of bingo paper commingled together in inventory.

BINGO PAPER INFORMATION	PERPETUAL INVENTORY INFORMATION	
<p><b>Color</b> Enter the color of the bingo paper commingled. If a packet, enter the color of top sheet only.</p> <p><b>Description</b> Briefly describe the type of paper commingled, for example, Blackout Special, \$10 packets, breakopen, etc.</p> <p><b>The price for which this bingo paper will be sold to your bingo players</b> This figure must be identical to the cost per packet or single sheet appearing on the LG900 for this packet or sheet.</p> <p><b>New control number</b> Assign a control number to this inventory sheet. Keep in mind that the control number will follow the bingo paper through the accounting system. The control number must not be a duplicate of a control number used on other current inventory forms, LG900, LG901, or LG902.</p> <p>For bingo paper sheet packets, the control number may be the serial number printed by the manufacturer on the top sheet of the packet or any alphanumeric or numeral symbol.</p> <p><b>Number of faces per sheet (ON'S)</b> Enter the number of faces (separate bingo grids) on each sheet of bingo paper.</p> <p><b>Number of sheets (UP'S)</b> Enter the number of bingo sheets collated.</p>	<p><b>Column 1</b> Enter the date of the transaction. This includes the dates received, leaving inventory, returning to inventory, or adjustments made due to a physical inventory count.</p> <p><b>Column 2</b> Enter the initials of the person handling the inventory.</p> <p><b>Column 3</b> Record the control number from each LG900 only when paper is transferred to the LG901 for commingling. Thereafter, the control number from the LG900 is no longer used on this form. The commingled paper will now be recognized under the new control number.</p> <p><b>Column 4</b> Enter the number of sheets or packets commingled. The first entry will be 0. Subsequent entries are from column 8.</p> <p><b>Column 5</b> Enter the actual number of sheets or packets taken from inventory. Paper will be used from this form for:</p> <ul style="list-style-type: none"> <li>• LG902 Bingo Paper Packages</li> <li>• LG904 Admission Sales</li> <li>• LG906 Floor Sales</li> </ul> <p><b>Column 6</b> The first entry for this column is from column 4 of the LG900. Count the number of sheets or packets returned or added to inventory and enter the amount in column 6.</p>	<p><b>Column 7</b> Column 5 minus column 6 is the number of sheets or packets sold. If this is a transfer from LG900, enter 0 (no sale).</p> <p><b>Column 8</b> (The first entry for this column will be the same as column 6.)</p> <p>Column 4 minus column 5 plus column 6 equals the ending balance. Transfer the amount in column 8 to column 4 of the next line for the next starting balance.</p> <p><b>Column 9</b> Use this column to identify how paper was used, such as transferred, floor sales, admission sales, etc., and to identify any adjustments made due to a variance in physical inventory count from column 5 of the LG903.</p> <p><b>What do we do with bingo paper that is spoiled while in our possession?</b> An organization must account for all bingo paper purchased. A significant loss of bingo paper through spoilage must be entered on the appropriate perpetual inventory form--Form LG900, LG901, LG902, and LG930. Keep the spoiled paper for 3-1/2 years as supporting documentation for the inventory entries. For a significant quantity of spoiled paper, contact the Department of Revenue for written authorization to destroy the spoiled paper.</p>

LG902 Perpetual Inventory Control/Bingo Paper Packages

Organization	License/premises permit number
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<b>Bingo Package Description</b>	Control number for these packages _____
This bingo package contains the following types of bingo paper.	

Control # from LG900 or LG901	Quantity	Description	Selling price	Invoiced cost per sheet, packet, or package
Totals				

Perpetual Inventory Information

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8
		Packages					
Date	Initials	Starting balance	Taken from inventory	Returned or added to inventory	Sold Col. 4 - Col. 5	Ending balance Col. 3 - Col. 4 + Col. 5	Explanation for use
		-0-					

When the amount in column 7 equals 0, this sheet is no longer used. Save it as part of your permanent records. Defective paper must be returned to the distributor for credit.

## LG902 Perpetual Inventory Control/Bingo Paper Packages

11/04

## Perpetual Inventory Information

[illegible]

When the amount in column 7 equals 0, this sheet is no longer used. Save it as part of your permanent records. Defective paper must be returned to the distributor for credit.

## LG902 Inventory Control Bingo Paper Packages: Instructions

This form is used when bingo packages are constructed from bingo paper sheets and/or bingo paper sheet packets. Bingo paper sheets and bingo paper sheet packets must first be recorded on the LG900, and possibly the LG901, before being transferred to the LG902. Complete the form in ink.

BINGO PACKAGE DESCRIPTION	PERPETUAL INVENTORY INFORMATION
<p><b>Control number for the packages</b> Assign a control number to the bingo packages accounted for by this form. NOTE: The control number must not be reused while in current inventory on another LG900, LG901, or LG902 inventory form.</p> <p><b>Control number</b> Enter the control number for each sheet or packet included in this package. This control number must be the control number assigned on the LG900, or the new control number from the LG901. NOTE: No more than one control number per type of paper used in constructing a package is allowed on this form. If a case of paper used in the construction of the package is exhausted, a new LG902 must be started.</p> <p><b>Quantity</b> Enter the number of sheets and/or packets by type used in the construction of the package. Use a separate line for each type of paper used in the package.</p> <p><b>Description</b> Enter a brief description of each type of sheet or packet included in this package (break-opens, single sheets, ON'S, UP'S, color).</p> <p><b>Selling Price</b> Enter the selling price for each sheet or packet. This is the amount from line 4 of the LG900.</p> <p><b>Invoiced cost per sheet, packet, or package</b> Enter the amount your organization paid for each sheet or packet, not including sales tax or freight. This is the amount from line 3 of the LG900.</p> <p><b>Totals</b> Total the "Selling price" and "Invoiced cost per sheet, packet, or package" columns. The total of the "Selling price" column is the price at which the package must be sold.</p> <ul style="list-style-type: none"> <li>• Total "Selling price" is used when completing the LG904, column 6.</li> <li>• Total "Invoice cost per sheet, packet, or package" is used when completing the LG903, column 7.</li> </ul> <p>Attach additional sheets as necessary.</p>	<p><b>Column 1</b> Enter the date of the transaction. This includes the dates received, leaving inventory, returning to inventory, adjustments made due to physical inventory count, or returning paper sheets and/or packages to the LG900 or LG901.</p> <p><b>Column 2</b> The person handling the inventory must enter their initials in ink.</p> <p><b>Column 3</b> The first entry will be 0. Subsequent entries are from column 7.</p> <p><b>Column 4</b> Enter the number of packages removed from inventory for a bingo occasion. Paper will be used from this form for:</p> <ul style="list-style-type: none"> <li>• LG904 Admission Sales</li> <li>• LG906 Floor Sales</li> </ul> <p><b>Column 5</b> The first entry for this column will be the number of packages initially constructed. Count the number of packages returned or added to inventory and enter the amount in column 5.</p> <p><b>Column 6</b> Column 4 minus column 5 is the number of packages sold. If packages were transferred, enter 0.</p> <p><b>Column 7</b> The first entry for this column will be the number of packages initially constructed. Column 3 minus column 4 plus column 5 equals column 7. Transfer the amount in column 7 to column 3 on the next line for the next starting balance.</p> <p><b>Column 8</b> Use this column to identify how paper was used, such as transferred, floor sales, admission sales, etc., and to identify any adjustments made due to a variance in physical inventory count from column 5 of LG903.</p>

**LG903 Physical Inventory Control/Bingo Paper Monthly Summary**

Organization	License/premises permit number	Month/year
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**Part 1 - Month End Inventory Information**

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Description	Control Number from LG900, LG901, LG902, or LG930	Ending balance from LG900, LG901, LG902, or LG930	Physical count	Variance [difference between Col. 3 & Col. 4]	Invoiced cost per sheet, packet, or package	Total cost Col. 4 x Col 6 <b>[do not round off]</b>
Signature [in ink] _____ Date _____					Totals [in ink]	

**Part 2 - Inventory Discrepancy Information**

List all variances from column 5 above and give explanation.

Description	Variance		Selling price		Total	Explanation
		X		=		
		X		=		
		X		=		
		X		=		
		X		=		
Total variance [in ink]* _____						
Signature [in ink] _____ ____CEO ____GM _____ Date _____						*If the total variance exceeds \$50, mail a copy of the completed LG903 by the 20th of the next month to: Gambling Control Board 1711 W County Rd B, #300S Roseville, MN 55113

**Questions?** Call the Gambling Control Board at 651-639-4000. This form will be made available in alternative format [i.e. large print, Braille] upon request. If Part 2 is completed and submitted to the Board, the information on this form will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

## LG903 Physical Inventory Control Bingo Paper Monthly Summary: Instructions

- This form is used at the end of the month to complete the physical inventory and report total discrepancies over \$50 to the Gambling Control Board. Complete the form in ink.
- This is a physical count of each type of paper in your inventory. The various types may include sheets, packets, and packages.
- The bingo paper is valued using the per unit cost charged by the distributor or linked bingo game provider. The value of linked bingo paper must be entered as "0" if there is no charge for the paper on the invoice.
- The total valuation of the bingo paper inventory must be included in the ending inventory amount reported on the G1 Lawful Gambling Monthly Tax Return.

### PART 1 - MONTH-END INVENTORY INFORMATION

#### Column 1

Enter a brief description of each type of sheet, packet, or package (breakopens, single sheets, on's, up's, color, linked, etc.).

#### Column 2

Enter the control numbers from the LG900, LG901 (if used), and LG902, and for linked bingo paper the LG930.

#### Column 3

Enter the ending balance amounts from column 7 of each LG900 and LG902, from column 8 of each LG901, and from column 5 of each LG930.

#### Column 4

A physical count of all sheets, packets, and packages in inventory must be completed by someone who does not complete the LG900, LG901, LG902, or LG930 forms.

Conduct a physical count for each control number listed in column 2. This is the actual inventory on hand that must be compared with the perpetual inventory on the LG900, LG901, LG902, and LG930.

#### Column 5

Enter the amount of the difference, if any, between columns 3 and 4.

This variance is adjusted on the LG900, LG901, LG902, or LG930 perpetual inventory form. Any unreasonable variance or loss by questionable means may require your organization to complete the LG250 Fund Loss Request for Profit Carryover Adjustment. A loss of linked bingo paper must also be reported to the linked bingo game provider.

#### Column 6

Enter the cost per unit from line 3 under "Price information" section of the LG900 or total of "Invoiced cost per sheet, packet, or package" column of LG902. For linked bingo paper, the cost must be entered as "0" if there is no charge for the paper on the invoice.

#### Column 7

Multiply column 4 by column 6, and enter this amount in column 7. Do not round off.

#### Signature

The person conducting the physical inventory must enter the total in column 7 in ink, and sign their name in ink, along with the date completed.

### PART 2 - INVENTORY DISCREPANCY INFORMATION

The organization's chief executive officer or gambling manager must provide a complete explanation of the variances, if any.

**LG904 Admission Sales/Bingo Paper****Complete in ink**

Organization				License/premises permit number		
<b>Occasion and Sales Information</b>						
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Description	Control No. from LG900, LG901, LG902, or LG930	Number out	Number returned	Number sold Col. 3 - Col. 4	Selling price	Gross receipts [admission sales] Col. 5 x Col. 6

**LG905 Admission Sales Summary/Bingo Paper****Complete in ink****Occasion and Sales Information**

1. a. Cash count from admission sales [no floor sales] a. \_\_\_\_\_  
b. Amount of prizes paid by cash from admission sales b. \_\_\_\_\_  
c. Total of 1a and 1b 1. \_\_\_\_\_
2. Amount of start-up cash bank 2. \_\_\_\_\_
3. Line 1 minus line 2 [cash from admission sales for occasion] 3. \_\_\_\_\_
4. a. Enter total of column 7 of all LG904's for the occasion a. \$ \_\_\_\_\_  
b. Cash received from gift certificate sales, if any b. \$ \_\_\_\_\_  
c. Total of 4a and 4b. 4. \_\_\_\_\_  
Also enter this amount on line 1 of the LG909.
5. Total dollar value of coupons and gift certificates redeemed  
Quantity \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Quantity \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Quantity \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Enter **Total** on line 5  
Also enter the amount on line 2 of the LG909. 5. \_\_\_\_\_
6. Line 4 minus Line 5 [net receipts from admission sales] 6. \_\_\_\_\_
7. Line 3 minus line 6 [cash long or <short>] 7. \_\_\_\_\_

**Preparer's Information**

To the best of my knowledge, I declare that this information is accurate and complete.

Preparer's signature, **in ink****Date**

## Bingo Paper - LG904 Admission Sales and LG905 Admission Sales Summary: Instructions

Organizations with admission sales must complete, in ink, the LG904 and LG905 form for every bingo occasion.

- A separate LG904 must be completed by each employee selling bingo paper sheets, packets, or packages in admission sales.
- Information from all LG904's for the occasion is transferred to one LG905 and verified by the preparer.

### LG904 OCCASION AND SALES INFORMATION

Enter the occasion date, time, and starting cash available for admission sales.

#### Column 1

Provide a brief description including whether the product is a sheet, packet, package, linked bingo paper, or an electronic bingo device package. This may also include the color and the number of "ON'S" and "UP'S."

#### Column 2

Enter the control number from the LG900, LG901, LG902, and/or LG930.

#### Column 3

Enter the actual number of packages and/or sheets removed from inventory for this employee/point of sale. Use a separate line for each different electronic bingo device package sold.

#### Column 4

Count the number of sheets, packets, and/or packages returned to inventory and enter the amount in column 4.

#### Column 5

Subtract column 4 from column 3 (amount of sheets, packets, or packages sold).

#### Column 6

Enter the selling price from the LG900 and/or LG901 for single sheets and packets, the selling price from the LG902 for packages, or the selling price from LG930 for linked bingo paper. Enter the price for each electronic bingo device package.

#### Column 7

Enter the total dollar sales of the sheets, packets, or packages being sold (column 5 times column 6 equals column 7).

The total of column 7 is carried forward to line 4 of the LG905.

### SELLER'S INFORMATION

The person completing this form must enter the total and **sign it in ink.**

### LG905 OCCASION AND SALES SUMMARY INFORMATION

#### Line 1

At the end of the occasion:

- a. Count the cash in the admission sales drawer (include the start-up cash bank but do not include any floor sales).
- b. Enter the amount of prizes paid by cash from the admission sales drawer (including the start-up cash bank).
- c. Add lines a and b and enter the total.

#### Line 2

Enter the amount of the starting cash bank.

#### Line 3

Subtract line 2 from line 1 and enter this amount on line 3.

#### Line 4

- a. Enter the totals from column 7 of all LG904's completed for the occasion.
- b. Enter the total cash received from the sale of gift certificates.
- c. Total of 4a and 4b. This amount is also entered on line 1 of the LG909.

#### Line 5

Enter the total dollar value of all coupons and gift certificates redeemed. This amount is also entered on line 2 of the LG909.

NOTE: Keep all coupons and gift certificates to verify the amount reported on line 5.

#### Line 6

Subtract line 5 from line 4 and enter amount on line 6.

#### Line 7

Subtract line 6 from line 3 to determine the amount of cash long or <short> and enter on line 7.

### PREPARER'S INFORMATION

The employee responsible for verifying admission sales must complete this form and **sign it in ink.**

**LG906 Floor Sales/Bingo Paper**Separate form to be completed by each floor seller. **Complete in ink.**

Organization _____	License/premises permit number _____
--------------------	--------------------------------------

**Occasion and Sales Information**

Occasion date \_\_\_\_\_ Starting cash \$ \_\_\_\_\_ Initials \_\_\_\_\_

Occasion time \_\_\_\_\_ a.m./p.m. Ending cash \$ \_\_\_\_\_ Initials \_\_\_\_\_

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
Game name or number	Control number from LG900, LG901, LG902, or LG930	Seller's initial	Number out	Number returned	Number sold Col. 4 - Col. 5	Selling price	Gross receipts [floor sales] Col. 6 x Col. 7	Actual cash received
<b>Totals, in ink</b>						<b>Totals, in ink</b>		

**Summary** [The summary information must be entered in ink.]

- |   |          |
|---|----------|
| 1. Enter total from column 9 [actual cash on hand, including starting cash] | 1. _____ |
| 2. Enter starting cash.   | 2. _____ |
| 3. Line 1 minus line 2 [actual cash receipts from floor sales].             | 3. _____ |
| 4. Enter total from column 8.   | 4. _____ |
| 5. Line 3 minus line 4 [cash long or <short>]                               |          |

**Signature of Seller**

To the best of my knowledge, I declare that this information is accurate and complete [pages \_\_\_\_ to \_\_\_\_]

Seller signature, **in ink** \_\_\_\_\_ Date \_\_\_\_\_Verified by [**sign in ink** \_\_\_\_\_] Date \_\_\_\_\_

## LG906 Floor Sales/Bingo Paper

**Complete in ink.**

5/06 Page 2 of 2

[illegible]

## LG906 Floor Sales Bingo Paper: Instructions

An organization that uses bingo paper must complete this form, in ink, for every bingo occasion for which floor sales occur.

A separate LG906 must be completed by each employee selling bingo paper sheets, packets, or packages in floor sales.

### OCCASION AND SALES INFORMATION

Enter the:

- occasion date,
- time the occasion began,
- amount of the starting and ending cash, and
- initials of person counting the starting and ending cash banks.

For each type of paper sold, enter the following information:

#### **Column 1**

The name or number of the game as it appears in the program.

#### **Column 2**

The control number assigned to the paper from the LG900, LG901, LG902, or LG930.

#### **Column 3**

The initials of the seller.

#### **Column 4**

Enter the quantity of paper issued.

#### **Column 5**

Enter the quantity of paper returned.

#### **Column 6**

Subtract column 5 from column 4 to determine the quantity of paper sold.

#### **Column 7**

Enter the selling price from the:

- LG900 and/or LG901 for single sheets and packets,
- LG902 for packages, or
- LG930 for linked bingo paper.

#### **Column 8**

Multiply column 6 by column 7 to determine the total gross receipts from floor sales.

#### **Column 9**

As cash is turned in (including starting cash), enter these amounts in column 9. At the end of the occasion, the total of column 9 is transferred to line 1 of the Summary section.

### SUMMARY

#### **Line 1**

Enter the total of column 9 (the total cash on hand including starting cash).

#### **Line 2**

Enter the starting cash.

#### **Line 3**

Subtract line 2 from line 1 and enter on line 3.

#### **Line 4**

Enter the total from column 8.

#### **Line 5**

Subtract line 4 from line 3 (cash long or <cash short>) and enter on line 5.

### SIGNATURE OF SELLER

The Totals, Summary, and Signatures information must be entered in ink.

An organization employee, not the seller, must verify the accuracy of the report and sign and date the form **in ink**.

**LG907 Bingo Game Prize Winner Sheet/Bingo Paper****Complete in ink.**

Organization _____			License/premises permit number _____		
<b>Occasion and Prize Information</b>					
Occasion date _____ Starting cash \$ _____ Initials _____					
Occasion time _____ a.m./p.m. Ending cash \$ _____ Initials _____					
<b>Column 1</b>	<b>Column 2</b>		<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>
Game name or number	Winning sheet faces		Number of bingos per game	Prize amount awarded to each winner [do not include a linked bingo jackpot prize]	Total prize amount for game Col. 3 x Col. 4
	Serial number	Face number			
				<b>Total prizes won, in ink</b>	
<b>Summary</b> [The summary information must be entered in ink.]					
1. Total of prizes paid by check and the actual cost to organization for merchandise prizes for this occasion. [Do not include coupons or donated prizes.] Also enter this amount on line 11a of LG909. 2. Contribution to linked bingo jackpot prize pool, if any. Also enter this amount on line 11b of LG909. 3. Prizes paid by cash at this occasion. 4. Add lines 1, 2, and 3 to determine total prizes paid. Also enter this amount on line 6 of the LG909.			1. _____ 2. _____ 3. _____ 4. _____		
<b>Preparer's Information</b>					
To the best of my knowledge, I declare that this information is accurate and complete [pages ____ to ____]					
Preparer's signature, <b>in ink</b> _____ Date _____					

[illegible]

## LG907 Bingo Game Prize Winner Sheet

### Bingo Paper: Instructions

This form must be completed, in ink, by someone other than the bingo caller.

#### **OCCASION AND PRIZE INFORMATION**

Enter the date and time of the occasion. Enter the starting and ending cash, and initials of the employee receiving the cash.

**Column 1** - Enter the name of each game or the order in which it appears in the program.

**Column 2** - Enter the serial number and face number from each winning sheet face. In the case of multiple winners, the serial number and face number of all winning sheet faces.

**Column 3** - Enter number of winning bingos per game.

**Column 4** - Enter the actual cost to your organization for the prize awarded for each winning bingo. Do not include coupons or donated prizes. For linked bingo games, only enter the consolation prize won, if any. Do not enter the linked jackpot prize amount in column 4, even if won at your location.

**Column 5** - Column 3 times column 4, total amount of prizes awarded for the game. Do not include coupons or donated prizes.

#### **SUMMARY**

**Line 1** - Enter the total of prizes paid by check and the organization's actual cost for merchandise prizes. Do not include coupon and donated prizes. This amount is also entered on line 11, LG909.

**Line 2** - Enter the contribution made to the linked bingo jackpot prize pool, if any. The contribution amount is calculated using forms furnished by the linked bingo game provider.

**Line 3** - Enter the total prizes paid by cash.

**Line 4** - Add lines 1, 2, and 3. This is the total cost to your organization of prizes awarded. This amount is also entered on line 6, LG909.

#### **PREPARER'S INFORMATION**

An organization employee, not the caller, must verify the accuracy and completeness of the information provided on the form and sign and date the form **in ink**.

**Complete in ink.**

Organization _____				License/premises permit number _____			
<b>Occasion and Sales Information</b>							
Occasion date _____ Occasion time _____ a.m./p.m.							
Column 1	Column 2			Column 1	Column 2		
Game name or number	Prizes paid	Limiting ball count	Bingo number determining prize	Game name or number	Prizes paid	Limiting ball count	Bingo number determining prize
		\$			\$		
The total of <b>Prizes Paid</b> must be <b>in ink</b> . The totals must equal total of column 5 of the LG907. Do not record a linked bingo jackpot prize on this form.							
<b>Caller Information</b>							
To the best of my knowledge, I declare that this information is accurate and complete.							
Caller's signature, <b>in ink</b> _____ Date _____							

## LG908 Caller Verification Form

### Bingo Paper: Instructions

The LG908 provides a record of the prizes paid out during an occasion for each game played. One LG908 form must be completed, in ink, by the caller at each bingo occasion conducted.

#### **OCCASION AND SALES INFORMATION**

Enter the date and time of the occasion.

##### **Column 1**

Enter the name or number of the game as it appears in the bingo program.

##### **Column 2**

Enter the total cash prize paid to the winner(s) of the game and/or the actual cost to your organization of merchandise prizes. Do not include coupons or donated prizes.

If the game has a limiting ball count, record the total number of balls called in that game.

If the prize is determined by a specific ball drawn, include the letter and number of the ball. It is not necessary to record the letter and number of the ball for all other games.

Enter linked bingo consolation prizes paid to winner(s) at your bingo occasion. Do not enter linked bingo jackpot prizes.

The total prizes paid must equal the total of column 5 of the LG907.

#### **CALLER INFORMATION**

The caller must total, sign, and date the form **in ink**.

**LG909 Bingo Occasion Summary/Bingo Paper**

Complete and sign in ink.

Organization name _____ License/premises permit number _____ Occasion date _____ Occasion time _____ a.m./p.m. Is this occasion bar bingo? ____ Yes ____ No	If prizes are based on attendance, record the number of players in attendance ____
--	--

**Part I - Computation of Net Sales**

- |   |          |          |
|---|----------|----------|
| 1. Enter amount from LG905, line 4.<br>[gross receipts from admission sales & gift certificates sold] | 1. _____ |          |
| 2. Enter amount from LG905, line 5.   | 2. _____ |          |
| 3. Line 1 minus line 2 [gross admission sales]<br>This amount should equal LG905, line 6.             |          | 3. _____ |
| 4. Enter total of line 4 of all LG906's [total gross receipts from floor sales.                       |          | 4. _____ |
| 5. Line 3 plus line 4 [total gross receipts from floor sales]   |          | 5. _____ |
| 6. Enter amount from LG907, line 4 [total prizes paid]  |          | 6. _____ |
| 7. Line 5 minus line 6 [total bingo net receipts or loss] Enter on lines 7 and 13.                    |          | 7. _____ |

**Part II - Computation of Cash Discrepancy**

- |   |             |           |
|---|-------------|-----------|
| 8. Total cash on hand [cash count].                               | 8. _____    |           |
| 9. Total of all starting cash banks.                              | 9. _____    |           |
| 10. Line 8 minus line 9 [total bank deposit amount].              |             | 10. _____ |
| 11. a. Enter amount from LG907, line 1.                           | 11 a. _____ |           |
| b. Enter amount from LG907, line 2.                               | 11 b. _____ |           |
| c. Total of lines 11a and 11b.                                    |             | 11. _____ |
| 12. Line 10 minus line 11.  |             | 12. _____ |
| 13. Enter amount from line 7 above.                               |             | 13. _____ |
| 14. Line 12 minus line 13. Cash discrepancy: cash long or <short> |             | 14. _____ |
- If discrepancy is more than \$50 complete Part III below.**

**Signature of Preparer**

To the best of my knowledge, I declare that this information is accurate and complete.

Preparer's signature, **in ink** \_\_\_\_\_ Date \_\_\_\_\_**Part III - Cash Discrepancy Information****Give a complete explanation of the cash discrepancy.**

To the best of my knowledge, I declare that this information is accurate and complete.

\_\_\_\_ CEO \_\_\_\_ GM      Print name \_\_\_\_\_

Signature of CEO or gambling manager, **in ink** \_\_\_\_\_ Date \_\_\_\_\_

If Part III is required, mail a copy of the completed form within 5 days of the bingo occasion to:

Gambling Control Board  
 1711 West County Road B, #300S  
 Roseville, MN 55113

**Questions?** Call the Gambling Control Board at 651-639-4000. If Part III is completed and submitted to the Gambling Control Board, the information on this form will become public information when received by the Gambling Control Board, and will be used to determine your compliance with statutes and rules governing lawful gambling activities. This form will be made available in alternative format (i.e. large print, Braille) upon request.

## LG909 Bingo Occasion Summary

### Bingo Paper: Instructions

Complete the LG909 for every bingo occasion conducted when bingo paper is used. If applicable, form LG920 may be substituted for the LG909. This form must be completed in ink.

#### **Part I - COMPUTATION OF NET SALES**

##### **Line 1**

Enter the amount from line 4 of the LG905. Include bingo gift certificates sold at the occasion.

##### **Line 2**

Enter the amount from line 5 of the LG905 (coupons and gift certificates redeemed).

##### **Line 3**

Subtract line 2 from line 1 and enter this amount on line 3. This amount should equal line 6 of LG905.

##### **Line 4**

Enter the total of line 4 from all LG906's (total gross receipts from floor sales)

##### **Line 5**

Add line 3 and line 4 and enter the total on line 5.

##### **Line 6**

Enter the amount from line 4 of the LG907 (total prizes paid).

##### **Line 7**

Subtract line 6 from line 5 and enter this amount on line 7 (total bingo net receipts or loss). Also enter this amount on line 13.

#### **Part II - COMPUTATION OF CASH DISCREPANCY**

**Line 8** - Count all cash on hand following the bingo occasion, including all start-up cash banks. Enter this amount on line 8. The cash count figure required on the LG909 cannot be carried forward from any previous form. All cash on hand must be recounted at the end of the occasion.

**Line 9** - Enter the total of all starting cash used in the operation of the bingo occasion from the LG904, LG906, and LG907. Increases or decreases in the starting cash bank must only be made by writing a check for cash from the gambling account or reducing a deposit. If the starting cash increases or decreases, provide an explanation and keep it in the records.

##### **Line 10**

Subtract line 9 from line 8 and enter this amount on line 10. This is the deposit amount.

If starting cash is deposited back into the gambling account when the occasion receipts are deposited, identify the starting cash separately on the deposit ticket.

##### **Line 11**

- a. Enter the amount from line 1 of the LG907.
- b. Enter the amount from line 2 of the LG907.
- c. Total of lines 11a and 11b.

##### **Line 12**

Subtract line 11 from line 10 and enter this amount on line 12.

##### **Line 13**

Enter the amount from line 7 of this form.

##### **Line 14**

Subtract line 13 from line 12 and enter this amount on line 14.

If there is a cash discrepancy of more than \$50, part III must be completed and submitted to the Gambling Control Board within 5 days of the bingo occasion.

#### **Part III - CASH DISCREPANCY INFORMATION**

Either the organization's chief executive officer or the gambling manager must provide a complete explanation of the cash discrepancy. Include the date, name, title, and signature of the person investigating the discrepancy.

#### **SIGNATURE OF PREPARER**

The person responsible for the completion and verification of this form must sign and date this form **in ink**.

**LG920 Bar Bingo Paper Sales (excludes electronic linked bingo)**

[illegible]

## LG920 Bar Bingo Paper Sales: Instructions

The LG920 is an alternative form that may be used for bar bingo occasions instead of using forms LG904, LG905, LG906, LG907, LG908, and LG909 as it combines those forms into one form...the LG920. This form must be completed in ink.

If merchandise prizes are used, do not use this form. Do not track electronic linked bingo sales on this form.

### **ORGANIZATION AND OCCASION INFORMATION**

Complete the occasion information. The person counting the cash bank must enter the cash bank amount and their initials in ink.

### **GAME INFORMATION**

1. Fill in the columns for each game.
2. List the amount of paper sold by each seller for each game. On a separate line list each different electronic bingo device package sold. Add the columns together and enter the total in the "Total sold" column.
3. If packets are sold, enter "packet" in the "Game # or name" column.
4. Multiply the total paper or electronic packages sold by the selling price. Enter the amount in the "Gross receipts" column.
5. Enter the "Actual cash received."
6. After the bingo is verified complete the columns for "Total prizes paid, # of winners, and Winning face number(s)."  
Optional: Do not complete these columns if the LG908 is used to record prize information. However, the total prizes paid amount from the LG908 must be recorded in Box B on the LG920.
7. If coupons are used, write "Coupons" on the last line under "Game # or name." Enter the total value of coupons redeemed as a negative amount in the "Gross receipts" column.
8. Add the "Gross receipts" column. Subtract coupons, if any, and enter the total in box A.
9. Add the "Total prizes paid" column and enter the total in box B.
10. Use additional forms if necessary.

### **LINES 1 THROUGH 11 - INSTRUCTIONS**

**Line 1** – Enter the cash count of all cash, including the cash bank and all money received for paper sales and linked bingo paper sales, if any.

**Line 2** – Enter the starting cash bank amount.

**Line 3** – Subtract line 2 from line 1. This is the deposit amount. If starting cash is deposited back into the gambling account when the occasion receipts are deposited, identify the starting cash separately on the deposit ticket.

**Line 4** – Enter the total from Box A .

**Line 5** – From the total in Box B subtract any prizes that were or will be paid by check and enter that amount on line 5. Do not include the linked bingo prize contribution, if any.

**Line 6** – Subtract line 5 from line 4.

**Line 7** – Subtract line 6 from line 3.

If there is a cash discrepancy of more than \$50, submit the completed form within 5 days of the bingo occasion to the Gambling Control Board. Keep a copy for your records. Include an explanation of the cash discrepancy and the name, title, and signature of the person investigating the discrepancy (CEO or gambling manager).

**Line 8** – Enter the total amount of prizes paid by check. Do not include the linked bingo prize contribution, if any.

**Line 9** – If linked bingo is conducted, enter the amount of the linked bingo prize contribution from the Sales Summary report.

**Line 10** – Add lines 8 and 9

**Line 11** – Subtract line 10 from line 6.

**NOTE:** This form does not include the linked bingo provider fee as that is an allowable expense reported on the Schedule A, line 24j.

### **LINKED BINGO GAMES**

- Enter the paper sales just like any other game.
- In the "Total prizes paid" column include only the money your organization pays directly to a player for a consolation prize.
- Enter the total prize contribution amount for the linked bingo game(s) on line 9. Use the linked bingo Sales Summary report to get the information and staple that report to the form.

### **SIGNATURES**

- Each seller must initial their column in ink.
- The preparer and the caller must complete, sign, and date the form **in ink**.

**Complete in ink**

Linked bingo game provider \_\_\_\_\_

Serial number \_\_\_\_\_ Color \_\_\_\_\_  
[this is the control number] Invoiced cost \$ 0 Selling price \$ \_\_\_\_\_

[illegible]

## LG930 Linked Bingo Paper Perpetual Inventory: Instructions

The LG930 is an ongoing inventory of linked bingo paper which must be updated whenever linked bingo paper is received from the linked bingo game provider and when linked bingo paper is taken out of inventory for play in a bingo occasion.

All linked bingo paper received and used must be accounted for on this form, including adjustments for spoiled paper and paper used for testing linked bingo games. The quantity of linked bingo paper received must be verified against the linked bingo game provider's invoice for accuracy. Defective linked bingo paper must be returned to the linked bingo game provider.

### **LINKED BINGO PAPER INFORMATION**

**Serial number** – Enter the serial number of the linked bingo paper. This must be the same serial number that is on the invoice.

**Invoiced cost** – Enter "0" in this column as the linked bingo game provider provides the paper to your organization at no cost.

**Selling price** – Enter the selling price of the linked bingo paper.

### **PERPETUAL INVENTORY INFORMATION**

#### **Column 1**

Enter the date of each transaction including date received, date sheets were used, or the date of any other adjustment made to the number of linked bingo paper sheets in your inventory.

#### **Column 2**

Enter the invoice number when linked bingo paper is received.

#### **Column 3**

Enter the number of sheets that are added to inventory when linked bingo paper is received.

#### **Column 4**

Enter the number of sheets used for each occasion when the linked bingo game is played. This information will be on the game report for the linked bingo game.

#### **Column 5**

Ending Balance. This is the previous balance plus any paper added to inventory (column 3) less any paper used (column 4).

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## Bingo Hard Cards: Records and Reports

### Required forms to use

If an organization uses bingo hard cards, use the following forms and complete them in ink.

- LG807 Bingo Hard Card Sales
- LG808 Checker's Record/ Hard Cards
- LG809 Checker's Prize Winner Record/Hard Cards
- LG810 Caller Verification Form/Hard Cards
- LG811 Bingo Occasion Summary/Hard Cards
- Prize Receipt Form

30 Merchandise prize Perpetual Inventory. See *Inventory* chapter.



### Report to Revenue

Each month an organization must submit a G1 Lawful Gambling Monthly Tax Return to the Department of Revenue, reporting bingo gross receipts, prizes, net receipts, and cash variances.

Forms and instructions are available from the Department of Revenue at 651-297-1772.

### Keep occasion records

Keep all bingo records, including coupons, for at least 3-1/2 years.

**LG807 Bingo Hard Card Sales****Complete in ink**

Organization \_\_\_\_\_ License/premises permit number \_\_\_\_\_

**Admission and Floor Sales for the Occasion**

Occasion date \_\_\_\_\_ Starting cash \$ \_\_\_\_\_ Initials \_\_\_\_\_

Occasion time \_\_\_\_\_ a.m./p.m. Ending cash \$ \_\_\_\_\_ Initials \_\_\_\_\_

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Game name or number	Number of cards sold	Selling price of each card	Total card sales Col. 2 x Col. 3	Cash in hand	Cash long or <short> before coupons and gift certificates deducted Col. 5 minus Col. 4
<b>TOTAL</b>		<b>TOTALS</b>			

**Other Required Information**

1. a. Total of Column 4 1a \_\_\_\_\_  
 b. Total of gift certificates sold, if any. 1b \_\_\_\_\_ Total of 1a and 1b . . . . 1. \_\_\_\_\_
2. Total dollar value of redeemed coupons and redeemed gift certificates  
 Quantity \_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_  
 Quantity \_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_  
 Total \_\_\_\_\_ 2. \_\_\_\_\_
3. Subtract line 2 from line 1 to get gross receipts. Also enter on line 1 of LG811 . . . 3. \_\_\_\_\_
4. Enter total of Column 5 . . . . . 4. \_\_\_\_\_
5. Subtract line 4 from line 3 . . . . . 5. \_\_\_\_\_
- Line 5 should equal the total of Column 6 less coupons and gift certificates redeemed.

List employees/volunteers working at the occasion.

**Seller's Signature**

To the best of my knowledge, I declare that this information is accurate and complete.

Seller's signature, **in ink** \_\_\_\_\_ Date \_\_\_\_\_

## LG807 Bingo Hard Card Sales: Instructions

- Each person collecting the money from bingo hard card sales and gift certificates, if any, (admission and floor sales) must complete this form in ink.
- If more than one person sells bingo hard cards, more than one LG807 may be used for each bingo occasion.

### **ADMISSION AND FLOOR SALES FOR THE OCCASION**

#### **Column 1**

Enter the name of the bingo game from the bingo program or enter the number of the game being played.

#### **Column 2**

Enter the number of bingo hard cards sold for each bingo game (or for the occasion, if applicable).

#### **Column 3**

Enter the actual selling price for each bingo hard card sold. The selling price of the bingo hard cards may be different from game to game.

#### **Column 4**

Enter the amount of dollar sales for the hard cards sold for each game.

Column 2 x Column 3 = Column 4.

#### **Column 5**

Enter the actual amount of cash in hand, from the sale of bingo hard cards, for each individual bingo game.

#### **Column 6**

Subtract column 4 from column 5 and enter the difference.

### **OTHER REQUIRED INFORMATION**

- If an organization uses coupons, the quantity and dollar amount of all coupons redeemed must be documented.
- Keep the redeemed coupons with the bingo records.
- List all bingo employees and volunteers who work during the bingo occasion.
- Complete the summary information on lines 1 through line 5.

### **SELLER'S SIGNATURE**

The seller must sign and date the form **in ink**.

**Complete in ink**

Checker's signature, **in ink** \_\_\_\_\_ Date \_\_\_\_\_

## LG808 Checker's Record Hard Cards: Instructions

For every bingo occasion conducted, one or more bingo checkers must record, in ink, the number of bingo hard cards sold for each game of the bingo occasion.

The checker may not collect the payment for hard cards.

### **OCCASION AND SALES SUMMARY**

#### **Column 1**

Enter the name of the bingo game from the bingo program or enter the number of the game being played.

#### **Column 2**

Enter the actual number of cards in play as counted by the bingo checker.

#### **Column 3**

Enter the selling price for each bingo hard card sold. The selling price of the bingo hard cards may be different from game to game.

#### **Column 4**

Enter the amount of cash that should have been collected from sales for each game. This amount is based on the number of cards in play, as counted by the bingo checker.

Column 2 x Column 3 = Column 4

The total amount is also entered on line 11 of the LG811.

#### **Column 5**

Enter the amount from Column 4 of the LG807 Bingo Hard Card Sales, for each separate bingo game played during the occasion. Use the corresponding line amount for the same game name or number.

#### **Column 6**

Subtract column 4 from column 5.

### **CHECKER SIGNATURE**

The checker must sign and date the form **in ink**.

**Complete in ink**

## Occasion and Prize Information

Total prize awarded [in ink]	\$
------------------------------	----

## Summary

1. Total of prizes paid by check and the actual cost to organization for merchandise prizes for this occasion. Do not include coupons or donated prizes. Also enter this amount on LG811, line 7. 1. \_\_\_\_\_
2. Prizes paid by cash at this occasion. 2. \_\_\_\_\_
3. Add lines 1 and 2 to determine total prizes paid. 3. \_\_\_\_\_  
Enter this amount on LG811, line 2.  
Line 3 must equal the total of column 6 of this form and the total on the LG810.

**Checker's Signature**

Checker's signature **in ink** \_\_\_\_\_ Date \_\_\_\_\_

## LG809 Bingo Checker's Prize Winner Record Hard Cards: Instructions

For every bingo occasion conducted, one or more bingo checkers must record all prizes awarded for each game.

The checker may not collect the payment for hard cards.

### **OCCASION AND PRIZE INFORMATION**

#### **Column 1**

Enter the name of the bingo game from the bingo program or enter the number of the game being played.

#### **Column 2**

Enter the serial number and the face number from each winning card(s) on which the bingo(s) occurred. In the case of multiple winners, the serial number and face number of all winning cards must be recorded.

There might not be a serial number on a bingo hard card, but there will always be a face number on the card. If the card has only a face number, record that number.

#### **Column 3**

Use this column only for a game with a limited ball count. Enter the total number of bingo balls that were drawn and announced for that game.

#### **Column 4**

Enter the total number of verified bingos for this game. NOTE: There may be more than one winner for a bingo game.

#### **Column 5**

Enter the dollar amount of each bingo prize won. If there are multiple winners of cash prizes, the amount would be the prize for the game divided by the number of verified bingos.

Example: Four bingo winners for the same game share a \$100 bingo prize. The prize per bingo would be \$25 (\$100 divided by four bingos = \$25 each). Prizes may be rounded to the next higher dollar (without exceeding statutory prize limits).

List merchandise prizes at purchase price paid by your organization. Do not include the value of donated prizes.

#### **Column 6**

Enter the total amount of prizes paid for all verified bingos for the game. Include all cash, cost of merchandise, and prizes paid by check.

Column 4 x Column 5 = Column 6.

### **SUMMARY**

**Line 1** - Enter the total of prizes paid by check and the organization's actual cost for merchandise prizes. Do not include coupons and donated prizes. This amount is also entered on line 7 of LG811.

**Line 2** - Enter the total prizes paid by cash.

**Line 3** - Add lines 1 and 2 (which is the organization's total cost of prizes awarded) and enter on line 3. This amount is also entered on line 2, LG811.

Line 3 must equal the total of column 6 of this form and the total on the LG810.

### **CHECKER SIGNATURE**

The checker must sign and date the form **in ink**.

**Complete in ink**

## Occasion and Prize Information

[illegible]

**Caller's Signature**

Caller's signature (in ink) \_\_\_\_\_ Date \_\_\_\_\_

## LG810 Caller Verification Form

### Hard Cards: Instructions

The LG810 provides a record of the prizes paid out during an occasion for each game played. One LG810 must be completed **in ink** by the caller at each bingo occasion conducted.

#### OCCASION AND PRIZE INFORMATION

Enter the date and time of the occasion.

##### Column 1

Enter the name or number of the game as it appears in the bingo program.

##### Column 2

- Enter the total cash prize awarded to the winner(s) of the game and/or the cash value of merchandise prizes. Do not include coupons or donated prizes.
- If the game has a limiting ball count, record the total number of balls called in that game.
- If the prize is determined by the last ball drawn, include the letter and number of the ball.

The total of prizes awarded must equal the Total prize amount for games, column 6, on the LG809.

#### CALLER SIGNATURE

The caller must sign and date the form **in ink**.

**LG811 Bingo Occasion Summary/Hard Cards**

Complete in ink

Organization \_\_\_\_\_

License/premises permit number \_\_\_\_\_

Occasion date \_\_\_\_\_

Occasion time \_\_\_\_\_ a.m./p.m.

**Part I - Computation of Net Receipts**

- |   |          |
|---|----------|
| 1. Enter total of line 3 of all LG807's (gross sales)     | 1. _____ |
| 2. Enter amount from LG809 line 3 (total prizes paid)     | 2. _____ |
| 3. Line 1 minus line 2 (total bingo net receipts or loss) | 3. _____ |

**Part II - Computation of Cash Discrepancy**

- |   |           |
|---|-----------|
| 4. Total cash on hand (cash count)  | 4. _____  |
| 5. Enter total of all starting cash banks (from LG807's)  | 5. _____  |
| 6. Line 4 minus line 5 (bank deposit amount)  | 6. _____  |
| 7. Enter total amount of prizes paid by check and cost of purchased merchandise prizes (from line 1 of LG809) | 7. _____  |
| 8. Line 6 minus line 7  | 8. _____  |
| 9. Enter amount from line 3 above (total bingo net receipts or loss)  | 9. _____  |
| 10. Line 8 minus line 9 (cash discrepancy)  | 10. _____ |
| 11. Enter total of column 4 of LG808 (gross bingo receipts) less coupons and gift certificates redeemed       | 11. _____ |
| 12. Subtract line 11 from line 1 (cash discrepancy: cash long or <short>)                                     | 12. _____ |

**If the discrepancy of gross receipts on line 12 is more than \$50 complete Part III.****Preparer's Signature**

To the best of my knowledge, I declare that this information is accurate and complete.

Preparer's signature, in ink \_\_\_\_\_ Date: \_\_\_\_\_

**Part III - Cash Discrepancy Information**

To the best of my knowledge, I declare that this information is accurate and complete.

Name and title of CEO or gambling manager (please print) \_\_\_\_\_

(first and last name) (title)

Signature of CEO or gambling manager, in ink \_\_\_\_\_ Date \_\_\_\_\_

If Part III is required, mail a copy of the completed form within 5 days of the bingo occasion to:

Gambling Control Board  
Suite 300 South  
1711 West County Road B  
Roseville, MN 55113

**Questions?** Call the Gambling Control Board at 651-639-4000. If Part III is completed and submitted to the Board, the information on this form will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities. This form will be made available in alternative format (i.e. large print, Braille) upon request.

## LG811 Bingo Occasion Summary Hard Cards: Instructions

Complete the LG811 for every bingo occasion conducted when bingo hard cards are used.

### **Part I - COMPUTATION OF NET RECEIPTS**

#### **Line 1**

Enter the amount from line 3 of all LG807's.

#### **Line 2**

Enter the total prizes paid reported on LG809 Prize Winner Sheet/Hard Cards.

#### **Line 3**

Subtract line 2 from line 1 and enter this amount on line 3. This is the gross profit (net receipts) for the occasion.

### **Part II - COMPUTATION OF CASH DISCREPANCY**

#### **Line 4**

Count all cash on hand following the bingo occasion, including all start-up banks. Enter this amount on line 4.

#### **Line 5**

Enter the total of all starting cash banks from all LG807's for the bingo occasion.

Increasing or reimbursing a cash bank must only be done by writing a check for cash from the gambling account or reducing deposit.

If the starting cash increases or decreases, provide an explanation and keep it in your records.

#### **Line 6**

Subtract line 5 from line 4 and enter this amount on line 6. This is the deposit amount.

If starting cash is deposited back into the gambling account when the occasion receipts are deposited, identify the starting cash separately on the deposit ticket.

#### **Line 7**

Enter the amount of prizes paid by check and cost of merchandise prizes from line 1 of the LG809.

#### **Line 8**

Subtract line 7 from line 6 and enter this amount on line 8.

#### **Line 9**

Enter the amount from line 3 of this form.

#### **Line 10**

Subtract line 9 from line 8. This is the cash discrepancy, if any, in bingo net receipts. This is a tool to monitor occasion receipts and to identify discrepancies by comparing actual cash on hand to occasion sales and prize records.

#### **Line 11**

Subtract any coupons and gift certificates redeemed from total of Column 4 on LG808. Enter total on Line 11 (gross receipts).

#### **Line 12**

Subtract line 11 from line 1 and enter this amount on line 12. This step shows any discrepancies between the total admission/floor sales and the checker's report from LG808.

If there is a cash discrepancy of more than \$50 on line 12, Part III must be completed and submitted to the Gambling Control Board within 5 days of the bingo occasion.

### **Part III - CASH DISCREPANCY INFORMATION**

Either the organization's chief executive officer (CEO) or the gambling manager must provide a complete explanation of the cash discrepancy.

Include the date, name, title, and signature of the CEO or gambling manager investigating the discrepancy.

## Site Inspections

This section contains the site inspection check lists used by Gambling Control Board staff for reviewing a bingo operation to determine if an organization is complying with statutes and rules.

Use the checklist as an internal check of your bingo operations.



**LG859 Bingo Inspection Check List**

Organization		Premises name and location		License/premises permit number	
Inspected by		Date		Time a.m./p.m.	
<b>Any items checked "no" indicate possible violation of Minnesota gambling statutes or rules.</b>					
<b>Yes</b>	<b>No</b>	<b>Information Posted/Available</b>	<b>Yes</b>	<b>No</b>	<b>Equipment</b>
		1. The house rules sign is adequately lighted, legible, prominently posted, at least 11" x 17" and includes: ___ organization name, license & premises permit # ___ problem gambling helpline number ___ statement that illegal gambling is prohibited ___ policies governing conduct, including any restrictions in addition to those imposed by Minn. Stat 349.181 on who may not participate in lawful gambling at the site. [7861.0270, Subp. 2A]			15. If space leased, there is clear, physical separation or a tangible divider between organization's gambling equipment and lessor's business equipment. [7861.0260, Subp. 1C(2)]
		2. A notice posted or in bingo program stating: ___ the price for each bingo hard card, bingo paper, and electronic bingo device ___ only cash sales are permitted [7861.0270, Subp. 2B]			16. Gambling equipment, other than bingo number selection device, secured and kept separate from gambling equipment owned by other persons or organizations. [349.18, Subd. 1a(b)]
		3. Invoice available for equipment & bingo paper at the premises. [349.18, Subd. 1a(a)]			17. Paper, cards, or electronic bingo devices not reserved for any person. [7861.0270, Subp. 3E]
<b>Yes</b>	<b>No</b>	<b>Employees and Players</b>	<b>Yes</b>	<b>No</b>	<b>Equipment - Breakopen Bingo Games</b>
		4. Compensated employees publicly display their name while working. [349.168, Subd. 2]			18. All equipment in sound working condition. [7861.0270, Subp. 3C]
		5. Persons under 18 do not play bingo at the premises. [349.181, Subd. 1(a)(2)] NOTE: Persons under 18 may play bingo conducted at annual community event if accompanied by a parent or guardian.			19. A separate set of bingo balls is used with: ___ a separate bingo ball selection device, ___ a separate tray within the selection device, or ___ a separate bingo ball container. [7861.0270, Subp. 9C]
		6. Gambling employees/volunteers do not play bingo or any lawful gambling during occasion they work. [349.181, Subd. 3]	<b>Yes</b>	<b>No</b>	<b>Equipment - Electronic Bingo Devices</b>
		7. Lessor does not play lawful gambling on the premises. [349.181, Subd. 4]			20. For trade-in paper, two sets of breakopen sheets maintained; original set is different color than trade-in set. [7861.0270, Subp. 9G(1)]
		8. Lessor 's immediate family members do not play pull-tab, tipboard, or paddlewheel games conducted during bingo occasion at that premises. [349.181, Subd. 5]			21. ___ played with 36 or less faces per game ___ limited to one per player ___ offered for the same price to all players [7861.0270, Subp. 3aE] ___ voids recorded before start of 2nd game; malfunctions after start of 2nd game reported to Board within 3 business days [7861.0270, Subp. 3aF]
		9. Gambling manager does not participate as a player. [349.181, Subd. 2]	<b>Yes</b>	<b>No</b>	<b>Sales to Bingo Players; Coupons</b>
<b>Yes</b>	<b>No</b>	<b>Bingo Programs</b>			22. Cards and paper paid for by players before first ball for specific game drawn, except for sealed sheets used in breakopen bingo game. [7861.0270, Subp. 5C(3)]
		10. Programs available to players prior to start of first game. [7861.0270, Subp. 4]			23. Checks not accepted. [349.2127, Subd. 7]
		11. Program corresponds to program on file with the Board, including days/time when program will be used. [7861.0270, Subp. 4B]			24. Before selling packets or packages after 1st game started, bingo paper for games already played or in play has been defaced. [7861.0270, Subp. 5C(4)]
<b>Yes</b>	<b>No</b>	<b>Bingo Number Selection Device</b>			25. Sheets or packets with identical faces not sold during single game, except for sealed paper during breakopen game. [7861.0270, Subp. 3F]
		12. Device and bingo balls free from defects. [7861.0270, Subp. 3A]			26. Free/discounted cards or paper not offered, except with coupons. [7861.0270, Subp. 5C(7)]
		13. State registration stamp affixed. # _____ [349.162, Subd. 1]			27. Coupons filled out completely: ___ dollar value ___ player's name, address, driver's license or other picture ID; if player does not have picture ID, use picture ID of another player who can verify identity of player. Include name, address, phone number, and signature. ___ printed name and signature (in ink) of player redeeming coupon [7861.0270, Subp. 5A] [continued on next page]
		14. Balls inspected by at least one player before occasion begins. [7861.0270, Subp. 3A]			

## LG859 Bingo Inspection Check List

License/premises permit number					
<b>Yes</b>	<b>No</b>	<b>Conduct - Beginning a Game</b>	<b>Yes</b>	<b>No</b>	<b>Conduct - Awarding Bingo Prizes</b>
		28. Before the start of a bingo game, the following is announced to players: <input type="checkbox"/> pattern/ game requirement clearly described [7861.0270, Subp. 6A; 349.17, Subd. 6] <input type="checkbox"/> prize amount; and for games with alternative prize levels the factors determining the prize amount [7861.0270, Subp. 6B] <input type="checkbox"/> for game with a pattern that does not require all available bingo numbers, the selected bingo numbers not pertaining to the pattern will not be called. [7861.0270, Subp. 6G]			33. Prize awarded only if: <input type="checkbox"/> bingo face was sold at that premises and occasion [7861.0270, Subp. 5C(1)] <input type="checkbox"/> player completed bingo pattern or game requirements with letters/numbers called and bingo verified. [349.17, Subd. 6]
		29. Following selection of each number: <input type="checkbox"/> if bingo ball selection device used, the bingo ball showing letter/number displayed to majority of players, except for bar bingo. Ball not returned to receptacle until game is completed. [7861.0270, Subp. 6D] <input type="checkbox"/> if a wrong number called, caller announced that fact, correct number called and corrected on flashboard, if used [7861.0270, Subp. 6E] <input type="checkbox"/> letter/number is called before next number is selected, except for game where selected letter and number do not pertain to pattern being played. [7861.0270, Subp. 6F]			34. For multiple winners of a: <input type="checkbox"/> cash prize, amount divided equally <input type="checkbox"/> merchandise prize that cannot be divided, substitute prizes of equal value are awarded, or cash substituted.[7861.0270, Subp. 8B&C]
					35. Prizes match bingo program. [7861.0270, Subp. 4A(4)]
					36. Prize receipts completed for: <input type="checkbox"/> each prize of \$100 or more <input type="checkbox"/> bingo games where prize value cannot be determined and announced prior to game start. [7861.0260 Subp. 5A(1) & (2)]
					37. Prize for single bingo game does not exceed \$200 except for cover-all or progressive game. [349.211, Subd. 1 & 2]
<b>Yes</b>	<b>No</b>	<b>Conduct - Closing a Game</b>			38. Prizes for all coverall games played do not exceed \$1,000. Linked bingo prizes not included in this limit. [349.211.Subd.1]
		30. When a player declares a bingo: <input type="checkbox"/> game stopped <input type="checkbox"/> next ball removed before shutting device off so it is next ball called if bingo not valid <input type="checkbox"/> for continuation game, next bingo ball held and used as 1st ball called for next game <input type="checkbox"/> If the ball drawn does not pertain to the pattern, another ball is drawn. [7861.0270, Subp. 7A and B]			39. Progressive game prizes: <input type="checkbox"/> initial prize does not exceed \$500 <input type="checkbox"/> is increased by up to \$100 each occasion <input type="checkbox"/> do not exceed \$2,000 per game. [349.211.Subd.2]
		31. Every winning bingo face verified by: <input type="checkbox"/> one neutral player who is not a person residing in same residence as player declaring bingo, plus <input type="checkbox"/> organization employee must read aloud winning numbers if electronic verification device not used. [7861.0270, Subp. 7C]			40. Total prizes awarded for occasion do not exceed \$2,800, excluding cover-all games. [349.211, Subd. 1]
		32. Bingo caller asked players at least twice if any other bingos before announcing game completion. [7861.0270, Subp. 7D]	<b>Comments</b>		
<b>Organization representative/employee:</b> I acknowledge that I received a copy of this report on behalf of the organization.					
Signature _____					
Date _____					
Print name _____					
The information on this form was used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities and will become public information.					

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